

The logo for Adfero Group is centered on a dark red background. It is enclosed within a glowing, orange-red oval shape that has a motion-blur or light-streak effect. The text "Adfero" is written in a white, elegant script font, with a small trademark symbol (TM) to its upper right. Below "Adfero", the word "GROUP" is written in a white, all-caps, sans-serif font.

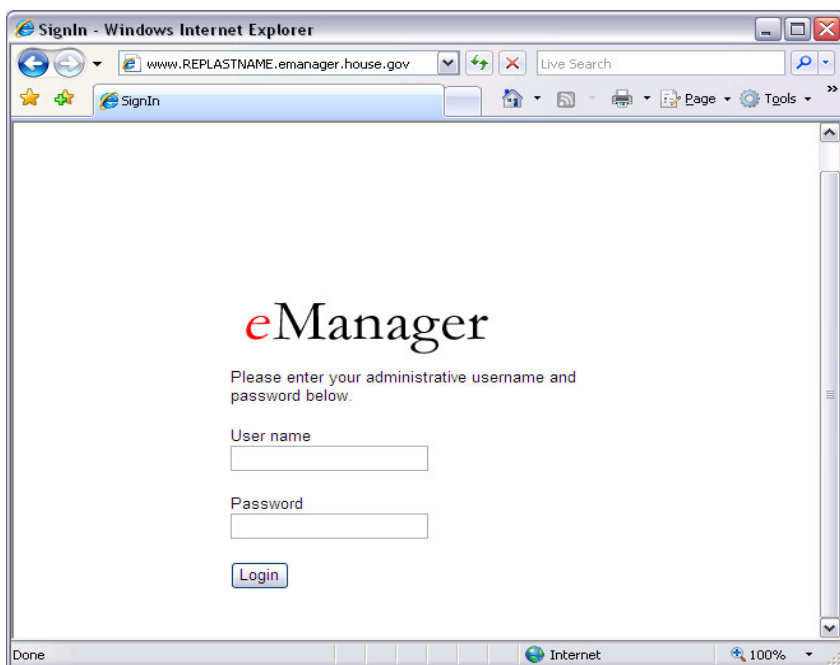
AdferoTM
GROUP

	Getting Started	3
1.0	Page Admin	4
1.1	Adding a section	
1.2	Editing a section	
1.3	Deleting an existing section	
1.4	Adding a new page	
1.5	Editing a new page	
1.6	Deleting an existing page	
1.7	Adding/editing content on page or section homepage	
1.8	Components	
2.0	Issues	17
2.1	Adding an issue	
2.2	Editing an existing issue	
2.3	Deleting an existing issue	
3.0	News and Media	22
3.1	Adding document types	
3.2	Editing document types	
3.3	Adding/Editing media	
3.4	Adding/Removing items from your RSS feed	
4.0	Events	36
4.1	Adding/Editing an event type	
4.2	Adding/Editing event	
5.0	Photos	41
5.1	Adding/Editing photo albums	
5.2	Adding/Editing photos	
6.0	Files	45
6.1	Creating/Editing file type	
6.2	Adding/Editing file	
7.0	Webforms	49
7.1	Setting up a poll	
8.0	Advanced Multimedia.....	50
8.1	Before you begin	
8.2	About Media File Thumbnails	
8.3	To take a screenshot	
8.4	Upload a screenshot	
8.5	Create a "Hidden Album"	
8.6	To add a file type	
8.7	To add a video (not YouTube)	
8.8	To add an "YouTube" video	

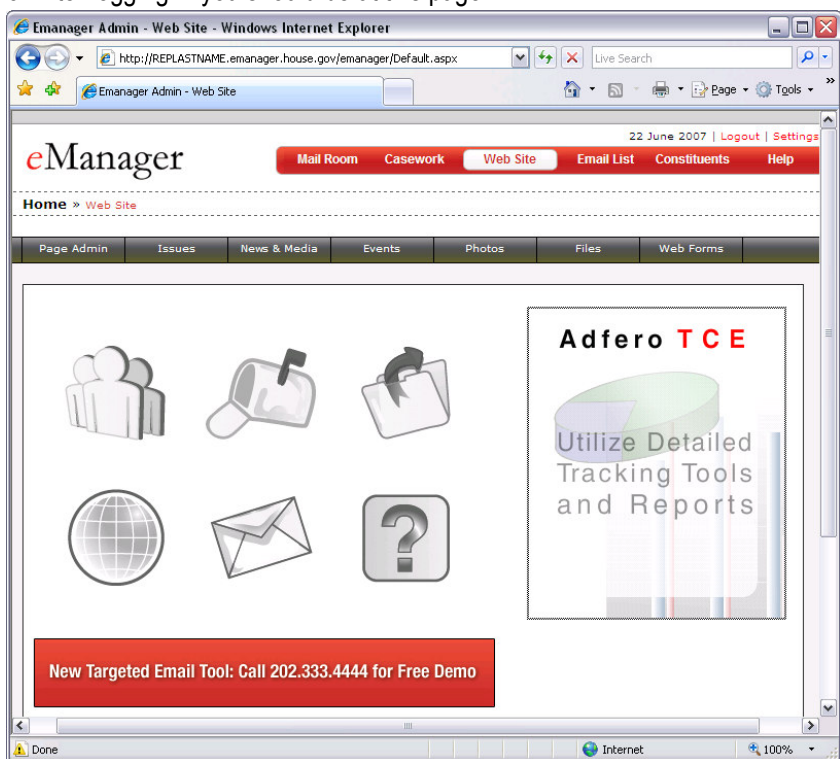


GETTING STARTED

1. Using Internet Explorer, type the URL for eManager (ex. <http://simpspon.emanager.house.gov>) into browser.
 2. Login using your user name (ex. Homer.Simpson@mail.house.gov) and then your password.
- * Note: Password is case sensitive but user name is not.



3. After logging in you should be at this page:



1.0 PAGE ADMIN

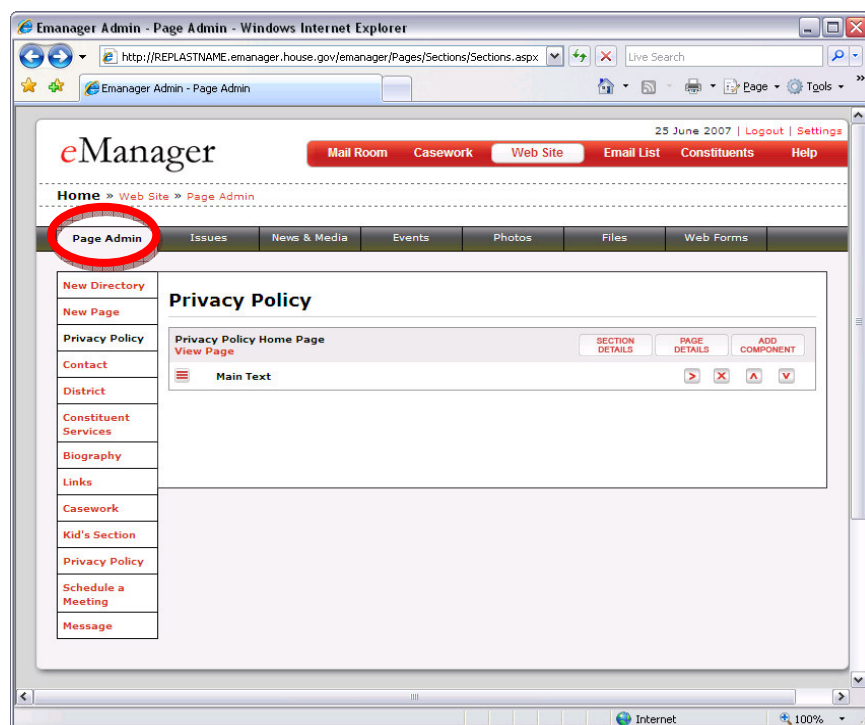
"Directories" are the main areas of content on your web site. "Pages" are the areas of content within these specific "Directories." The "Page Admin" area lists all of the pages in the static areas of your web site. Everything in **bold** is a section.

The content for each page is made up of components labeled by a bullet icon. From this area, e.Manager allows you to add new sections, pages, and components, or *edit* existing ones.

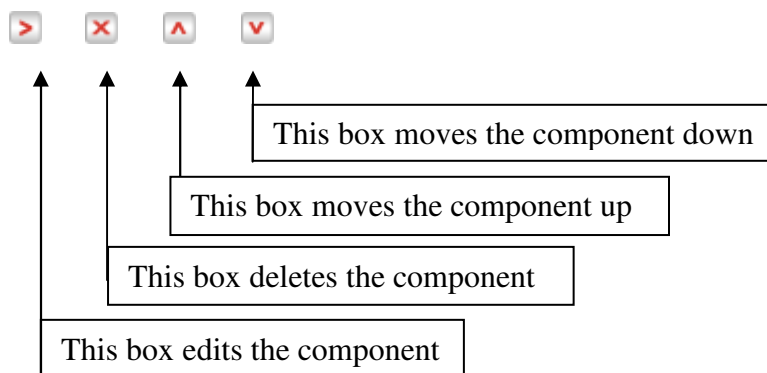
1.1 ADDING A SECTION

To add a new section:

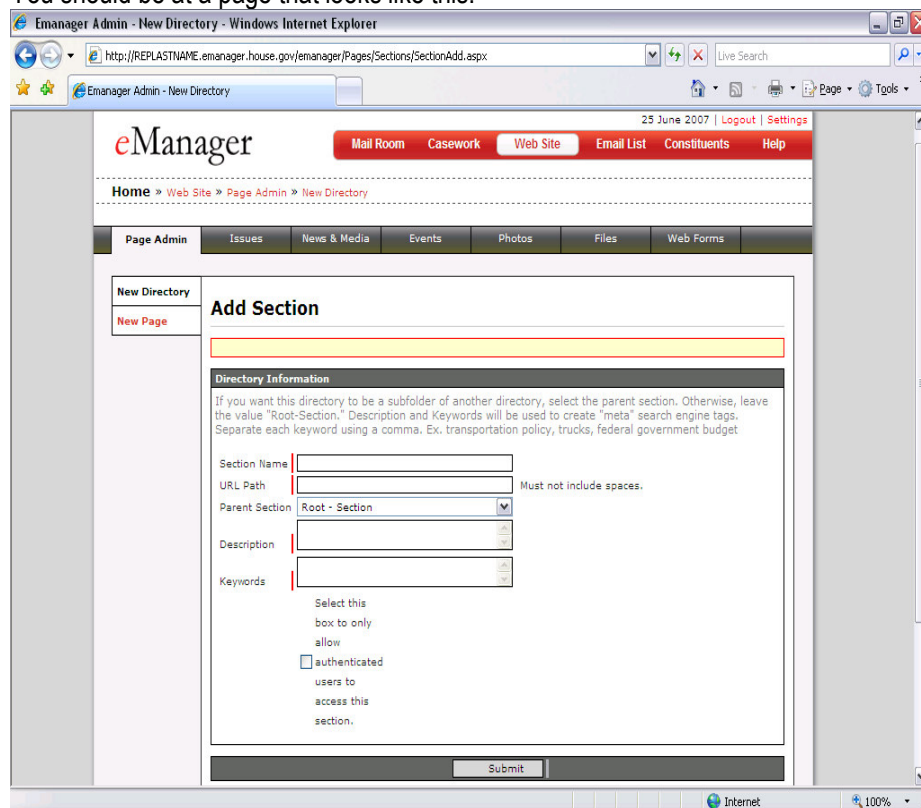
1. Click the "Page Admin" link from the e.Manager homepage.
2. Click the "New Directory" from the "Page Admin" homepage tool bar.



QUICK GUIDE



You should be at a page that looks like this:



The screenshot shows the 'eManager Admin - New Directory' page. The browser address bar displays 'http://REPLASTNAME.emanager.house.gov/emanager/Pages/Sections/SectionAdd.aspx'. The page has a navigation bar with links like 'Mail Room', 'Casework', 'Web Site', 'Email List', 'Constituents', and 'Help'. The 'Page Admin' tab is active. The 'Add Section' form contains the following fields:

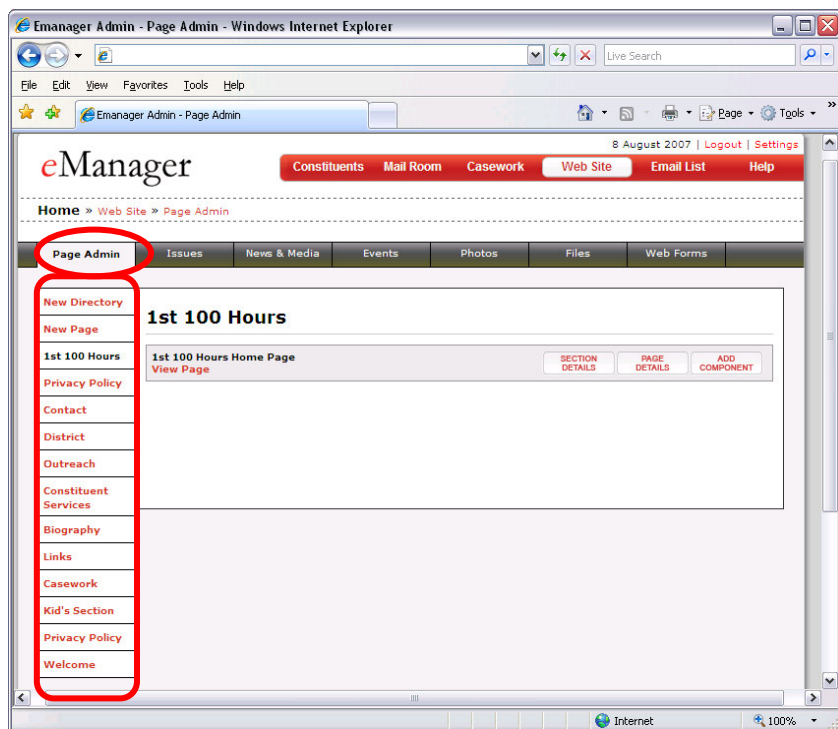
- Section Name:** A text input field.
- URL Path:** A text input field with a note 'Must not include spaces.'
- Parent Section:** A dropdown menu with 'Root - Section' selected.
- Description:** A text area.
- Keywords:** A text input field.
- Authenticated Users:** A checkbox labeled 'authenticated users to access this section.'
- Submit:** A button at the bottom of the form.

1. Type desired name of the section in "Section Name" area. (ex: **News**)
2. Type desired name of the section directory in "URL Path" area (can be the same as "Section Name").
3. Choose "Parent Section" from drop box (in most cases this will be the "Root - Section" option in order to create a new section. Selecting an existing section as the parent root will create a new section within the existing section).
4. Fill in the "Section Description" area with a brief description of the desired section.
5. Fill in the "Section Keywords" area.
6. Click the "Submit" button when finished.

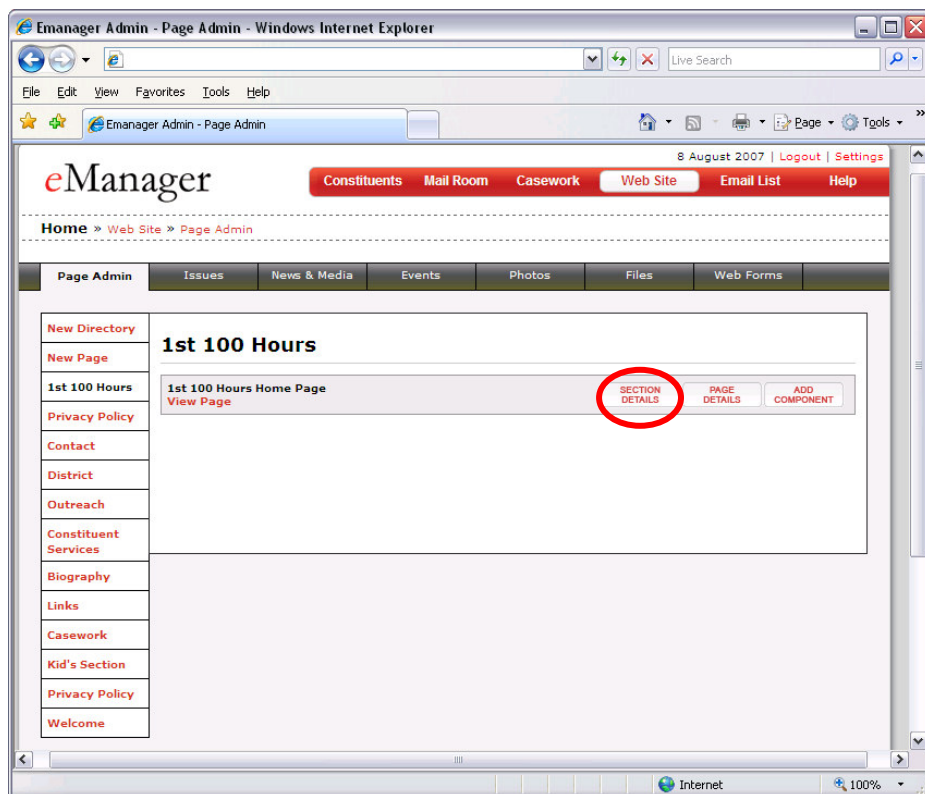
1.2 EDITING SECTION INFORMATION

To edit an existing section:

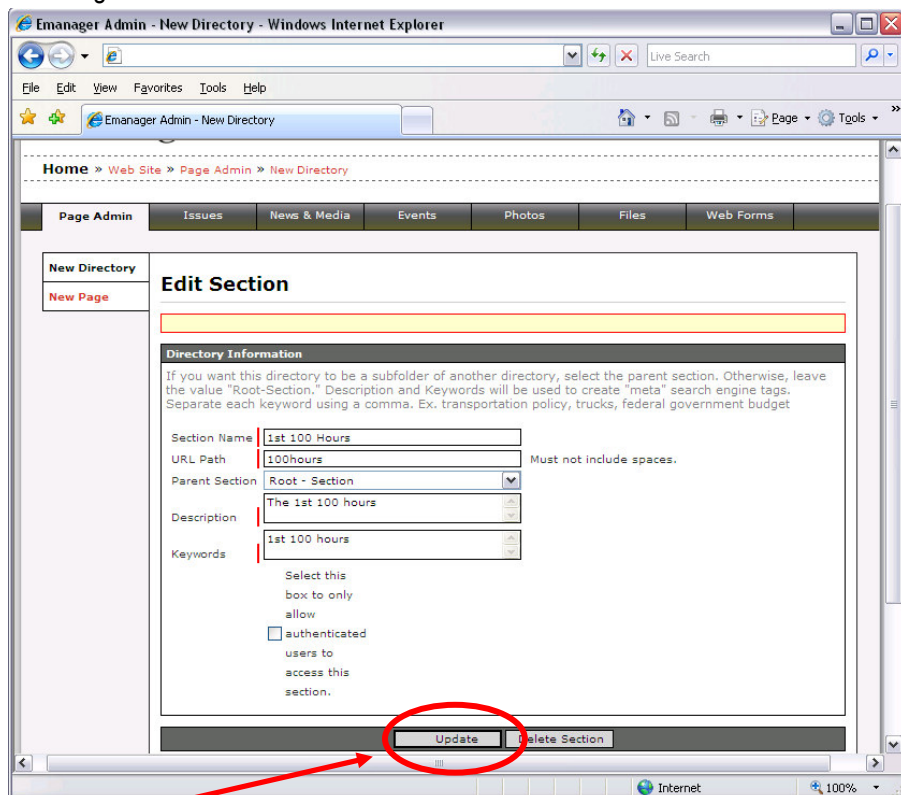
1. Click on the "Page Admin" link from the eManager homepage.
2. Find desired section you wish to edit from the list on the screen.



3. Click on the "Section Details" link next to that section.



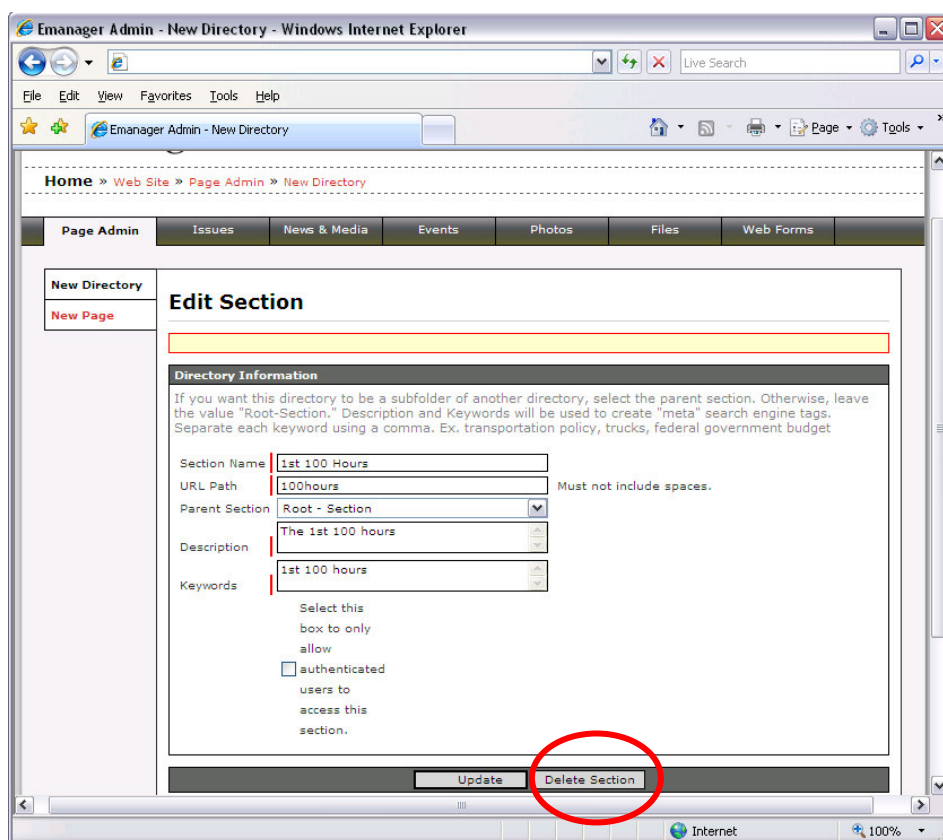
4. Change the desired information within the "Edit Section" form.



5. Click the "Update" button when finished.

1.3 DELETING A SECTION

1. Click on the "Page Admin" link from the e.Manager homepage.
2. Find desired section you wish to edit from the list on the screen.
3. Click on the "Section Details" link next to that section.
4. Click the "Delete Section" button at the bottom of the "Edit Section" form to delete the entire section.



The screenshot shows the 'Emanager Admin - New Directory' interface in a Windows Internet Explorer browser. The 'Page Admin' tab is selected, and the 'Edit Section' form is visible. The form contains the following fields and options:

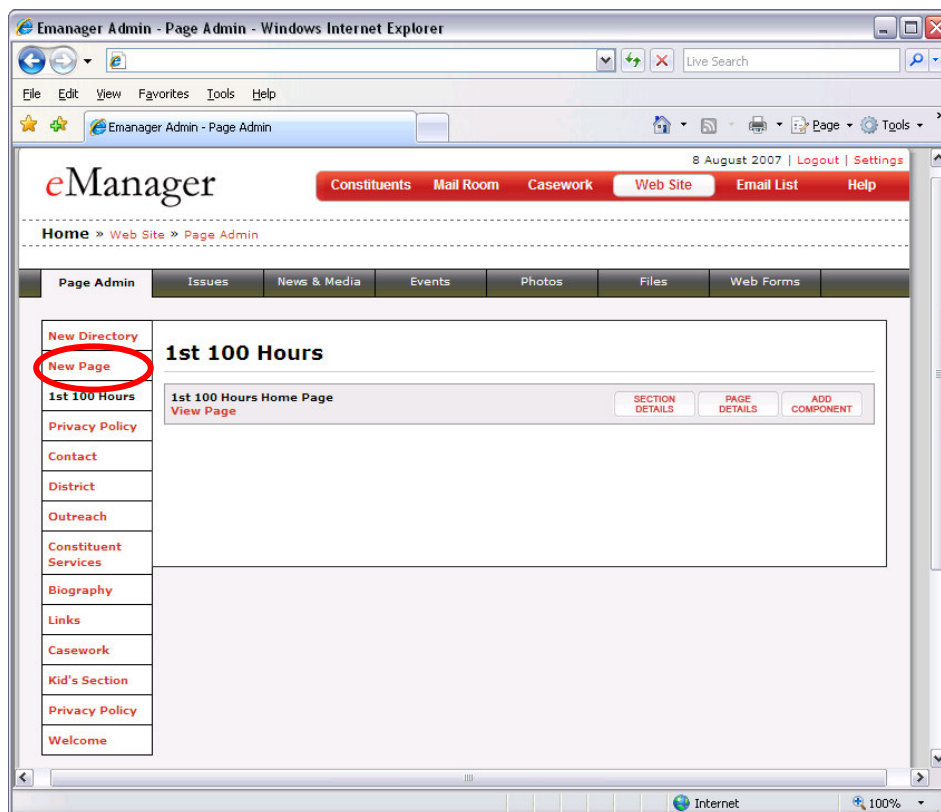
- Section Name:** 1st 100 Hours
- URL Path:** 100hours (Note: Must not include spaces.)
- Parent Section:** Root - Section (dropdown menu)
- Description:** The 1st 100 hours
- Keywords:** 1st 100 hours
- Access Control:**
 - ☐ Select this box to only allow authenticated users to access this section.

At the bottom of the form, there are two buttons: 'Update' and 'Delete Section'. The 'Delete Section' button is circled in red.

1.4 ADDING A PAGE

To add a new page:

1. Click on the "Page Admin" link from the e.Manager homepage.
2. Click on the "Add new page" link from the "Page Admin Homepage" tool bar.



3. Fill out the "Add New Page" form.

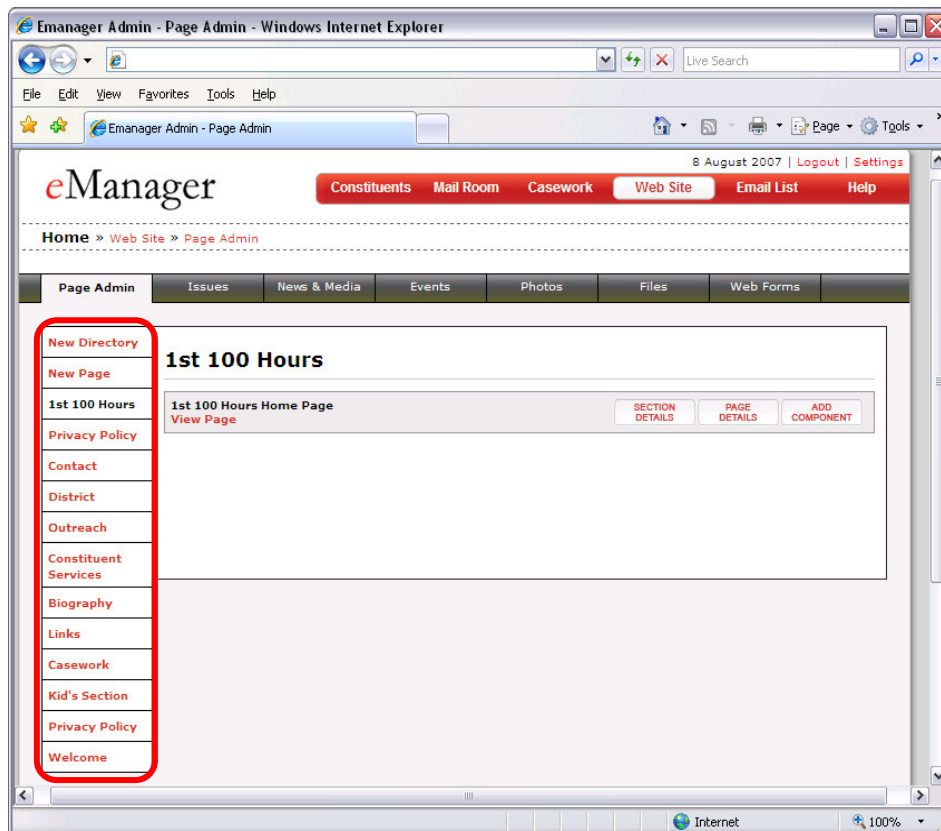
The screenshot shows a web browser window titled "Emanager Admin - New Page - Windows Internet Explorer". The address bar shows the URL "http://rcs2.emanager.house.gov/emanager/Pages/Sections/SectionAddPage.aspx". The page has a navigation bar with links: "Constituents", "Mail Room", "Casework", "Web Site", "Email List", and "Help". Below this is a breadcrumb trail: "Home > Web Site > Page Admin > New Page". The main content area is titled "Add New Page" and contains a "Page Information" section. This section includes a text area for "Description and Keywords" with instructions: "Description and Keywords will be used to create 'meta' search engine tags. Separate each keyword using a comma. Ex. transportation policy, trucks, federal government budget". Below this are five input fields: "Page Name", "Directory" (a dropdown menu showing "Select A Section"), "Page URL" (with a note "Must not include spaces and must end with .htm."), "Description", and "Keywords". At the bottom of the form is a "Submit" button, which is circled in red.

4. Type desired page name in "Page Name" area.
5. Choose desired Section from drop down menu.
6. Type in the desired page URL in the "Page URL Name" area.
7. Fill in the "Page Description" area with a brief description of the desired page.
8. Fill in the "Page Keywords" area.
9. Click the "Submit" button when finished.

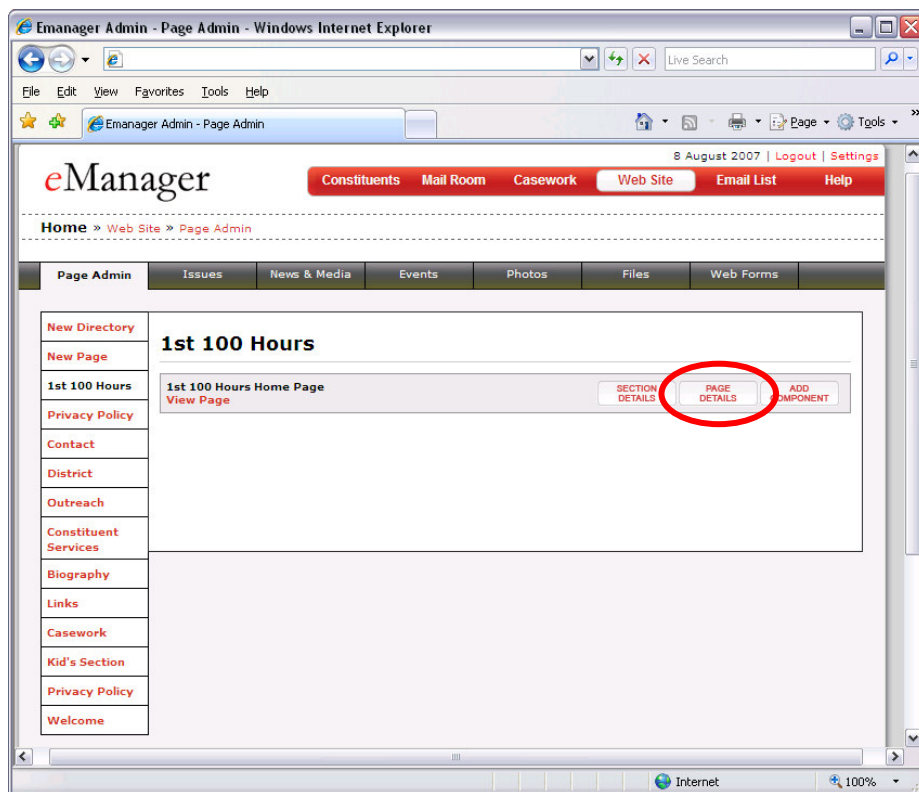
1.5 EDITING A PAGE

To edit an existing page:

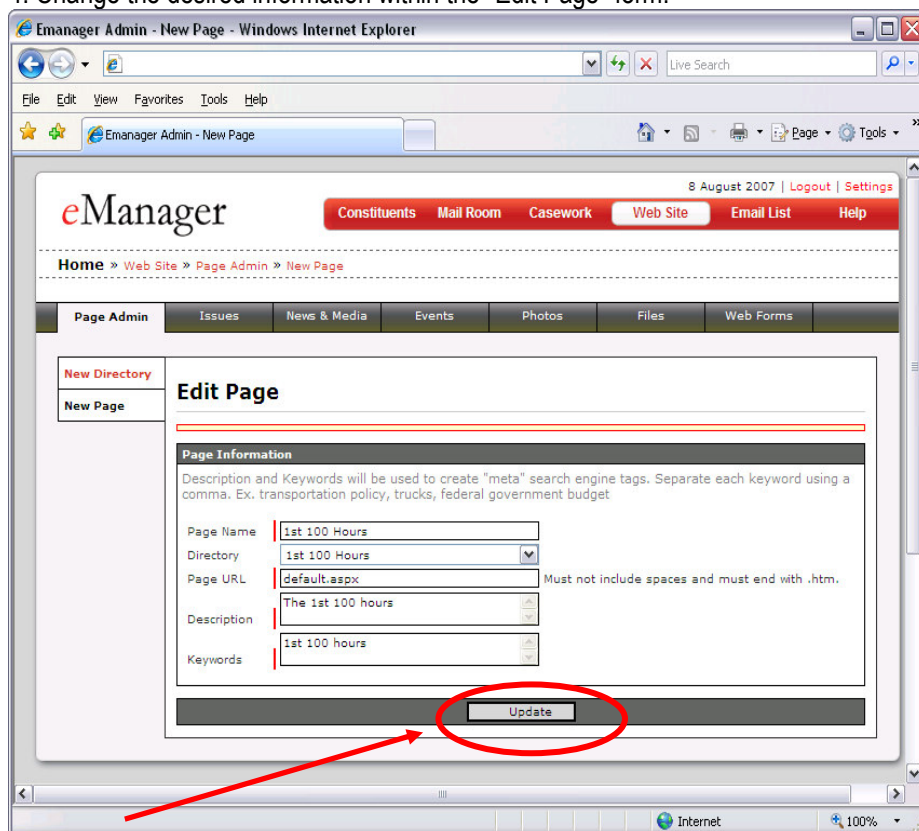
1. Click on the "Page Admin" link from the eManager homepage.
2. Find the section the desired page is in from the list on the screen.



3. Click on the "Page Details" link next to that section.



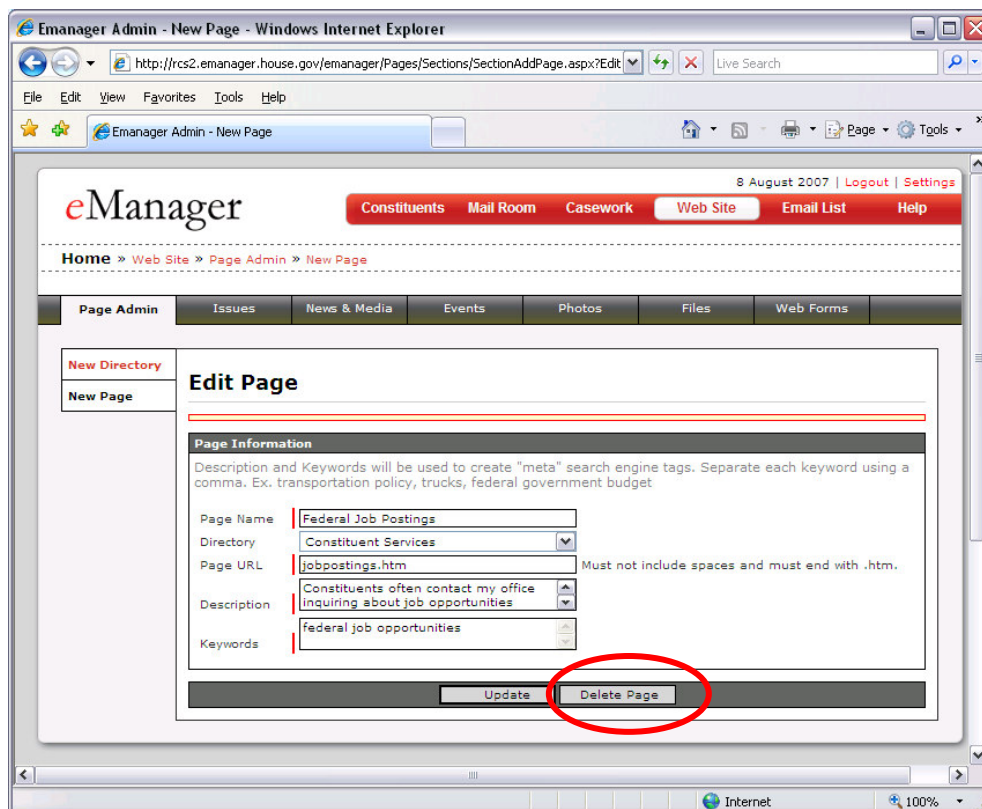
4. Change the desired information within the "Edit Page" form.



5. Click "update" button when finished.

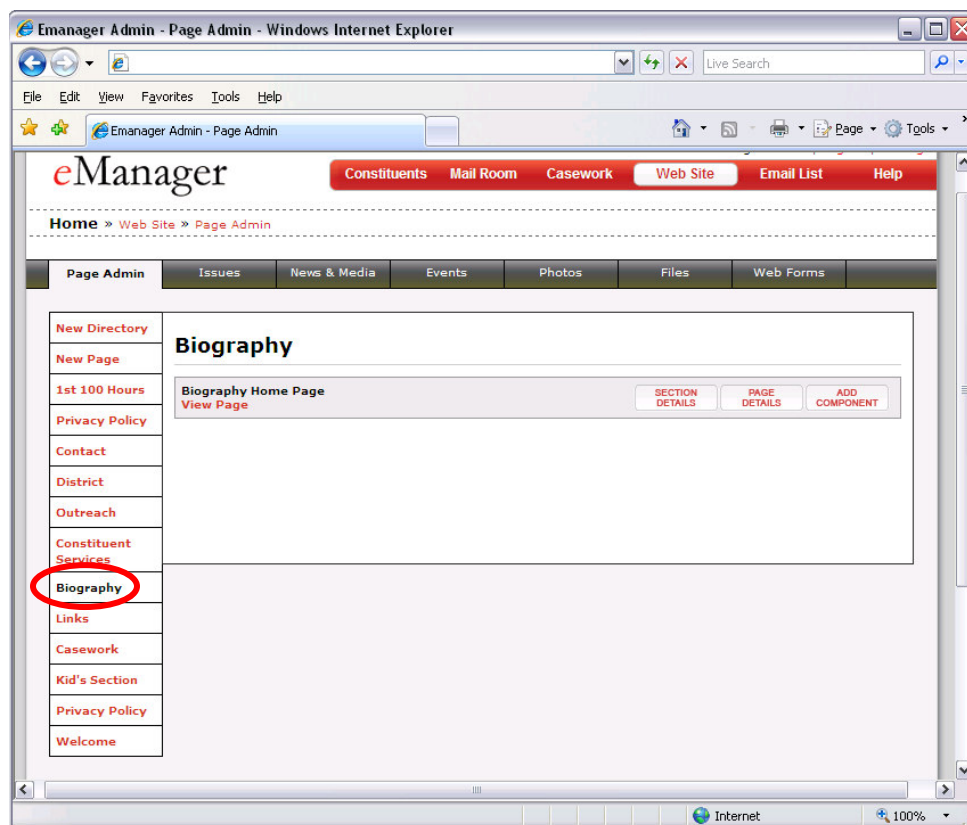
1.6 DELETING AN EXISTING PAGE

1. Follow steps 1-3 for editing an existing page.
2. Click on the "Page Details" link next to that section.
3. Click "Delete Page" button at the bottom of the page.

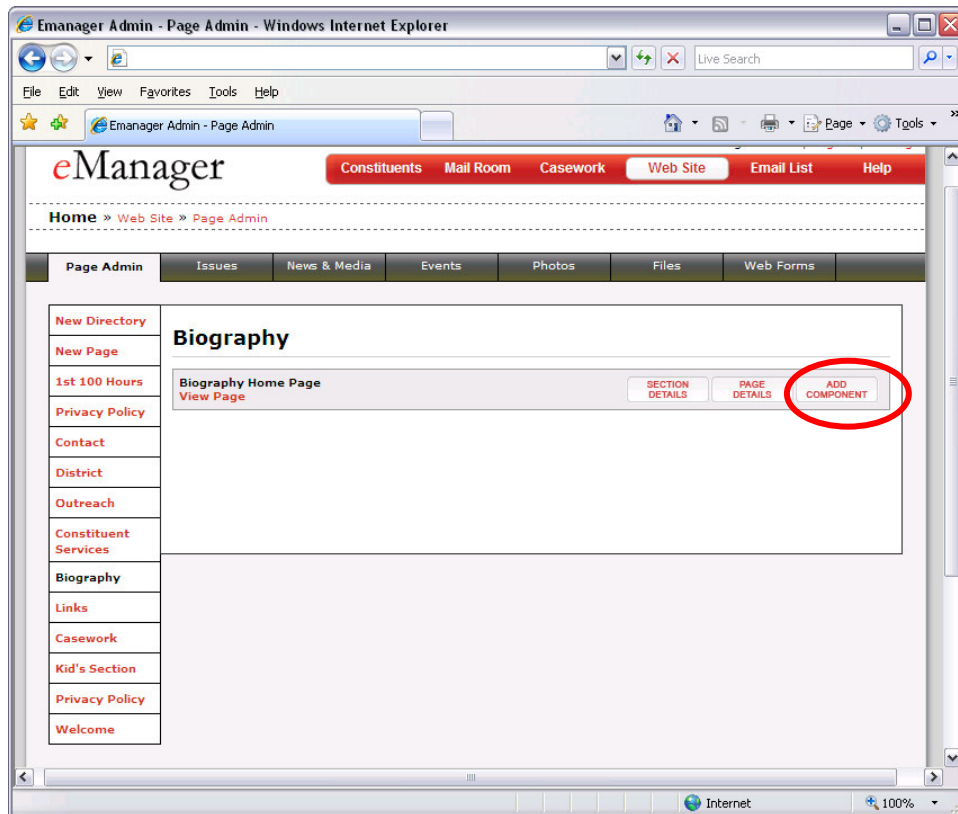


1.7 ADDING/EDITING CONTENT ON PAGE OR SECTION HOMEPAGE

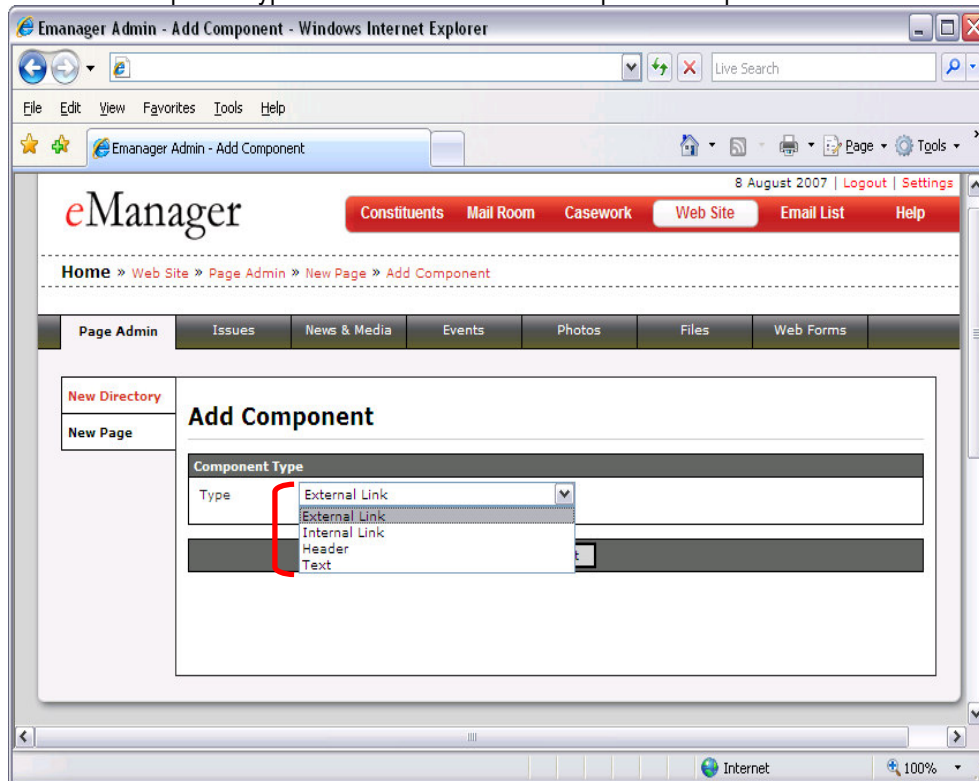
1. Click on the "Page Admin" link from the eManager homepage.
2. Find desired section from list on screen you wish to add/edit a component to.



3. Click on "Add Component" link next to desired section.



4. Choose component type to be added from "Add Component" drop down box.



1.8 COMPONENTS

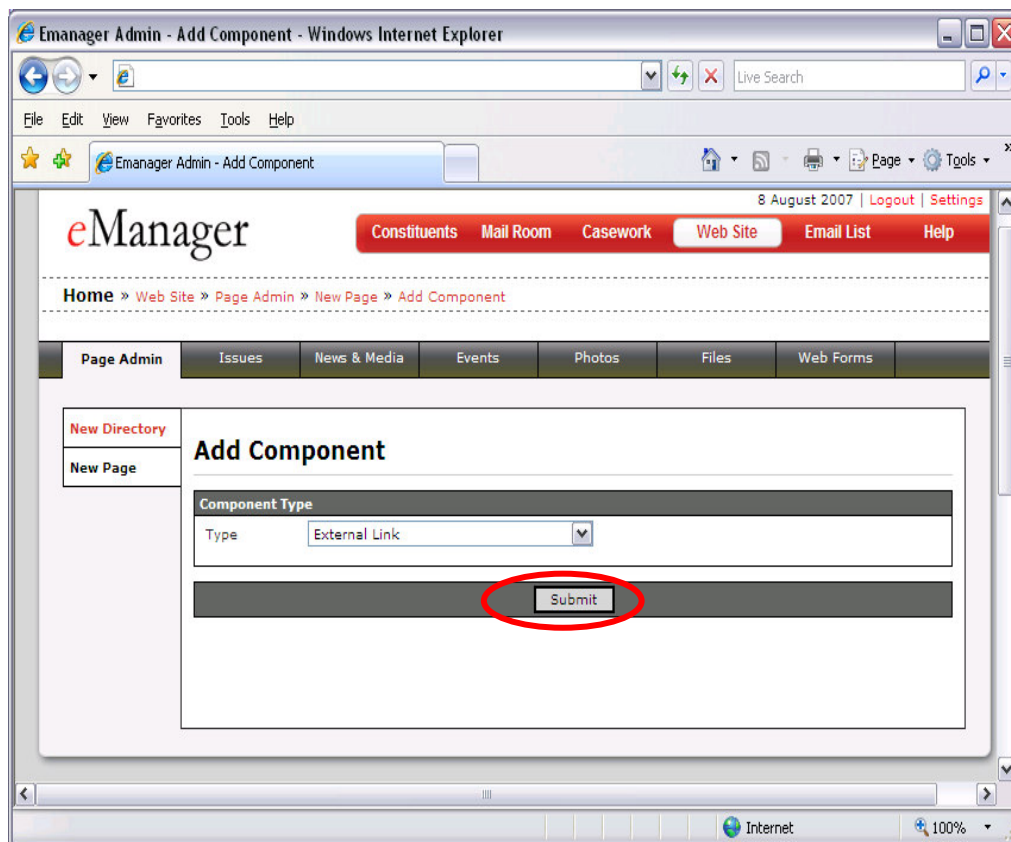
External Link: To add a link to the page outside the website

Internal Link: To add a link to the page within the website

Header: To add a header above text

Text: To add a text box for desired text

5. Click "Submit" button at bottom of the page.



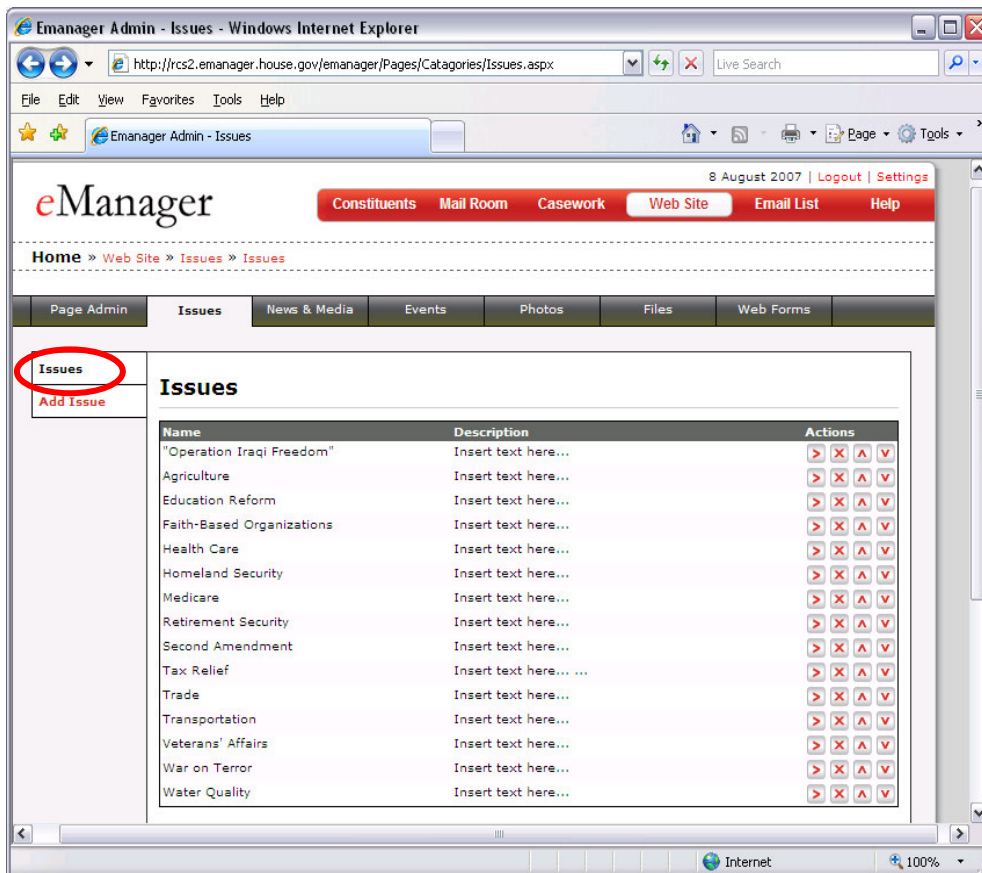
2.0 ISSUES

The "Issues" area is a way to manage the different aspects of your pre-built "Issues" section. For example, if you wanted to add a Social Security category to your Issues section, you would do so by using the "Issues" feature of e.Manager.

2.1 ADDING AN ISSUE

To add a new Issue:

1. Click the "Issues" link from the e.Manager homepage.
2. Click the "Add Issues" link from the "Issues" homepage tool bar.



3. Fill out the "Add Issue" form.

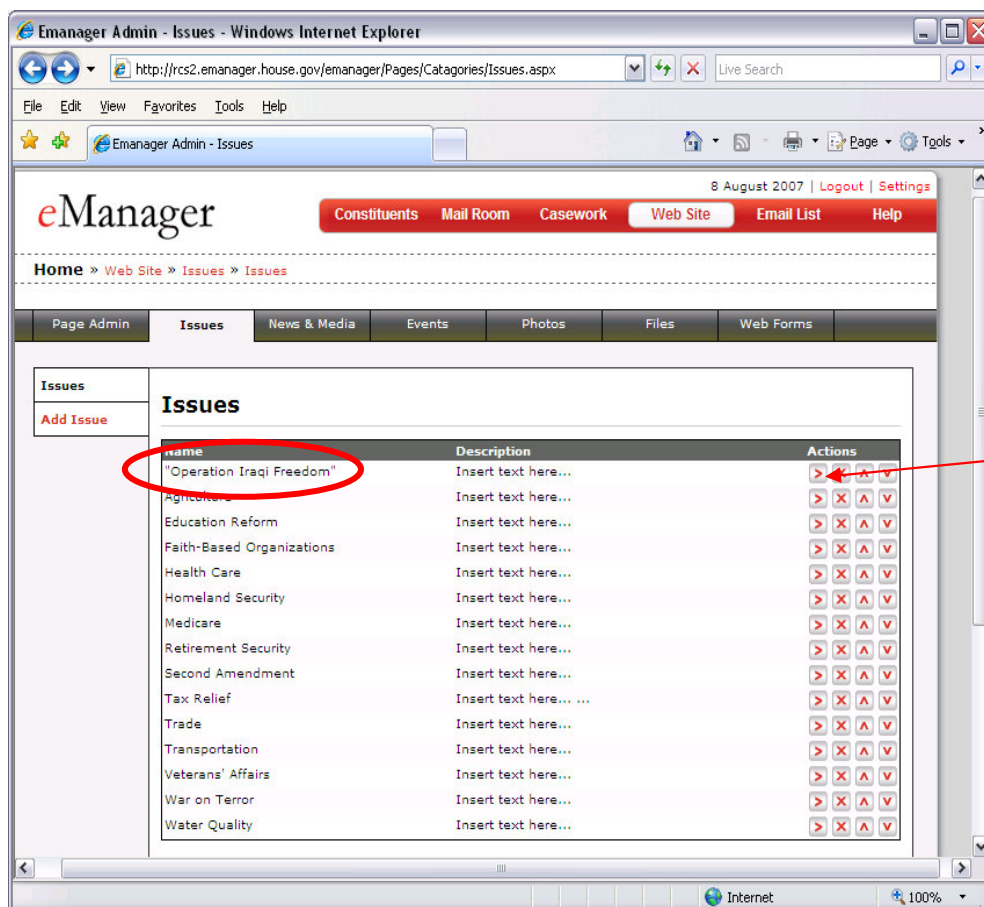
The screenshot shows the 'eManager Admin - Add Issue' page in a Windows Internet Explorer browser. The page has a navigation bar with links: Home » Web Site » Issues » Add Issue. Below this is a tabbed interface with 'Issues' selected. The 'Add Issue' form contains the following sections:

- Issue Details:**
 - Issue Name:
 - Title:
 - Description:
- Issue Page Content:** A rich text editor with a toolbar and a large text area.
- Submit:** A button at the bottom right of the form, circled in red.

4. Type desired issue name in the "Issue Name" area.
5. Type brief description of the desired issue in the "Issue Description" area.
6. Type an issue title in the "Title" area.
7. Type an issue description in the "Description" area.
8. Click the "Submit" button when finished.

2.2 EDIT AN EXISTING ISSUE

1. Click on the "Issues" link from the eManager homepage.
2. Select desired issue to edit.



Click this button to edit the Issue you selected.

Emanager Admin - Add Issue - Windows Internet Explorer

File Edit View Favorites Tools Help

Emanager Admin - Add Issue

Constituents Mail Room Casework **Web Site** Email List Help

Home » Web Site » Issues » Add Issue

Page Admin **Issues** News & Media Events Photos Files Web Forms

Issues
Add Issue

Edit Issue

Issue Details

Issue Name "Operation Iraqi Freedom"

Title "Operation Iraqi Freedom"

Description "Operation Iraqi Freedom"

Issue Page Content

Insert text here...

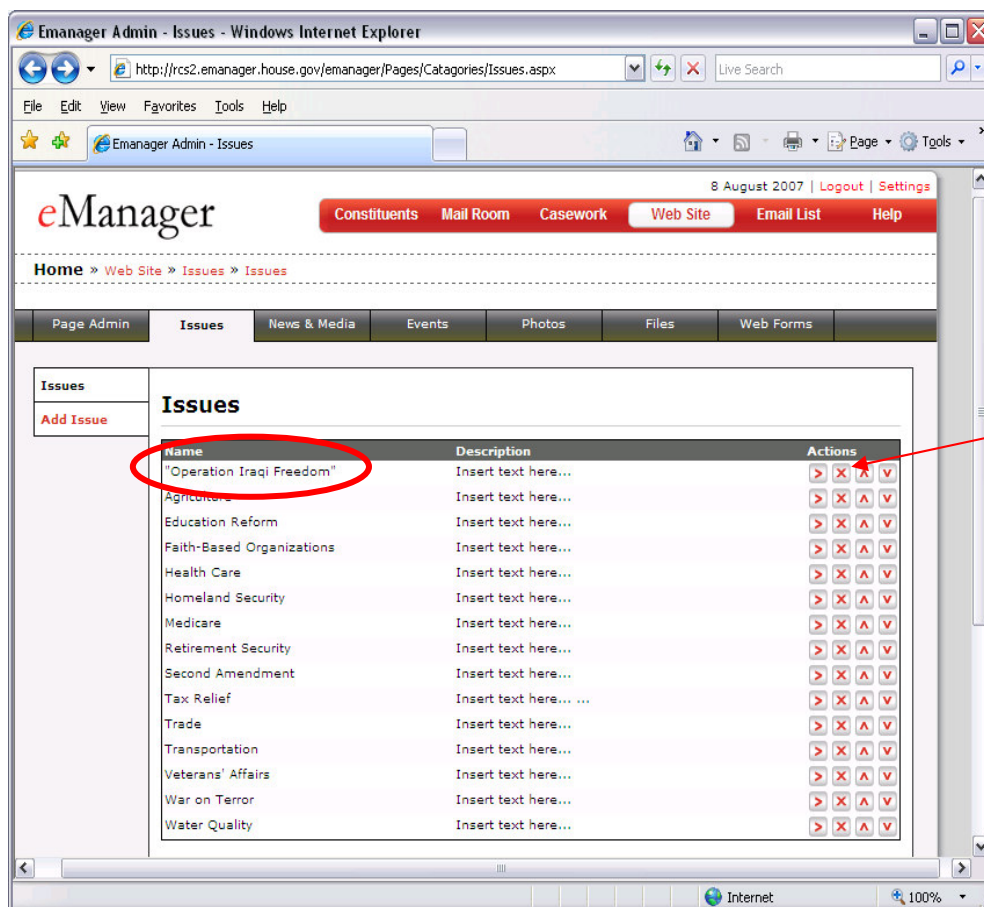
TYPE DESIRED MATERIAL IN HERE

Update

- 20

2.3 DELETING AN EXISTING ISSUE

1. Click on the "Issues" link from the eManager homepage.
2. Select desired Issue to delete.



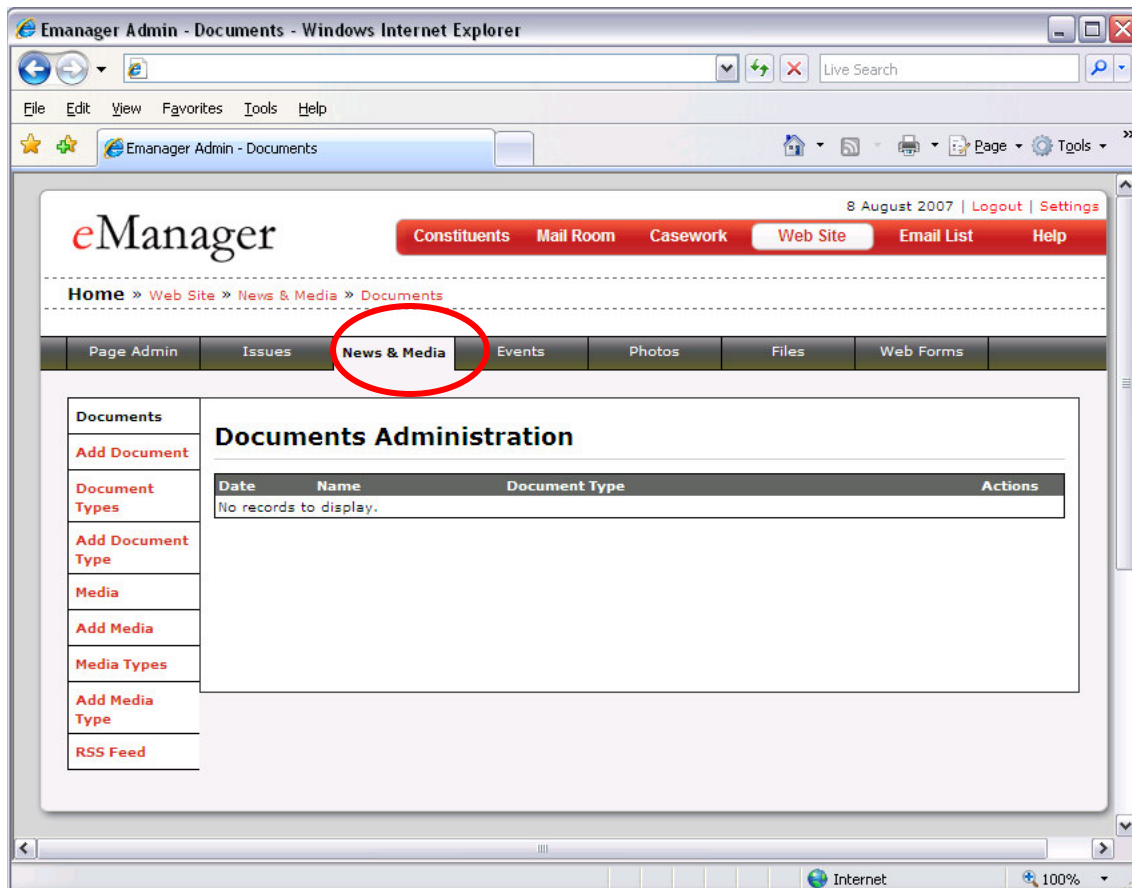
Click this button to delete the Issue you selected.

3. Select desired "Issue" to delete.
4. Click the "Delete Selected" button.

3.0 NEWS & MEDIA

The "Documents" feature allows you to add text and upload documents to the News Center.

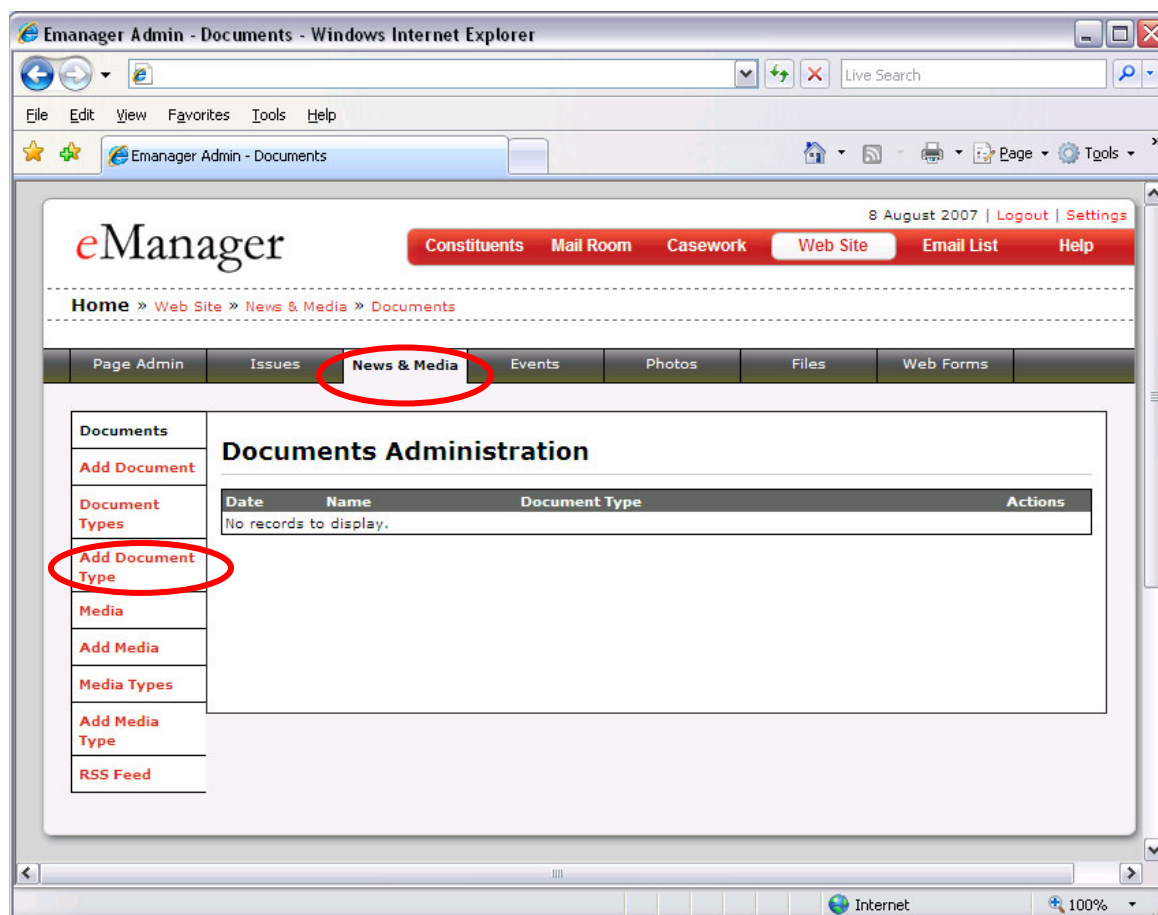
Added documents are stored in the "Documents" area for easy access and organization. From here, you may choose to publish documents to the website, feature them as the main story on the News Center, save them for later use without publishing them directly to the site, or delete them entirely.



3.1 ADDING A DOCUMENT TYPE

Before a document can be added, it must have a document type to be filed under

1. Click the "News & Media" link from the eManager homepage.
2. Click the "Add Document Type" link from the "News & Media Home" tool bar.



3. Type desired document type name in the "Document Type Name" area.

The screenshot shows the 'eManager Admin - Add Document Type' page in a Windows Internet Explorer browser window. The browser's address bar shows 'Emanager Admin - Add Document Type'. The page has a red navigation bar with links: 'Constituents', 'Mail Room', 'Casework', 'Web Site' (selected), 'Email List', and 'Help'. Below this is a breadcrumb trail: 'Home » Web Site » News & Media » Add Document Type'. A secondary navigation bar includes 'Page Admin', 'Issues', 'News & Media' (selected), 'Events', 'Photos', 'Files', and 'Web Forms'. On the left, a sidebar lists various document and media management options. The main content area is titled 'Add Document Type' and features a 'Document Type Information' section with the following fields:

- Type Name:** A text input field.
- Description:** A larger text input area.
- Hide From Public:** A checkbox.

A 'Submit' button is located at the bottom of the form.

4. Type desired document type description in the "Description" area.

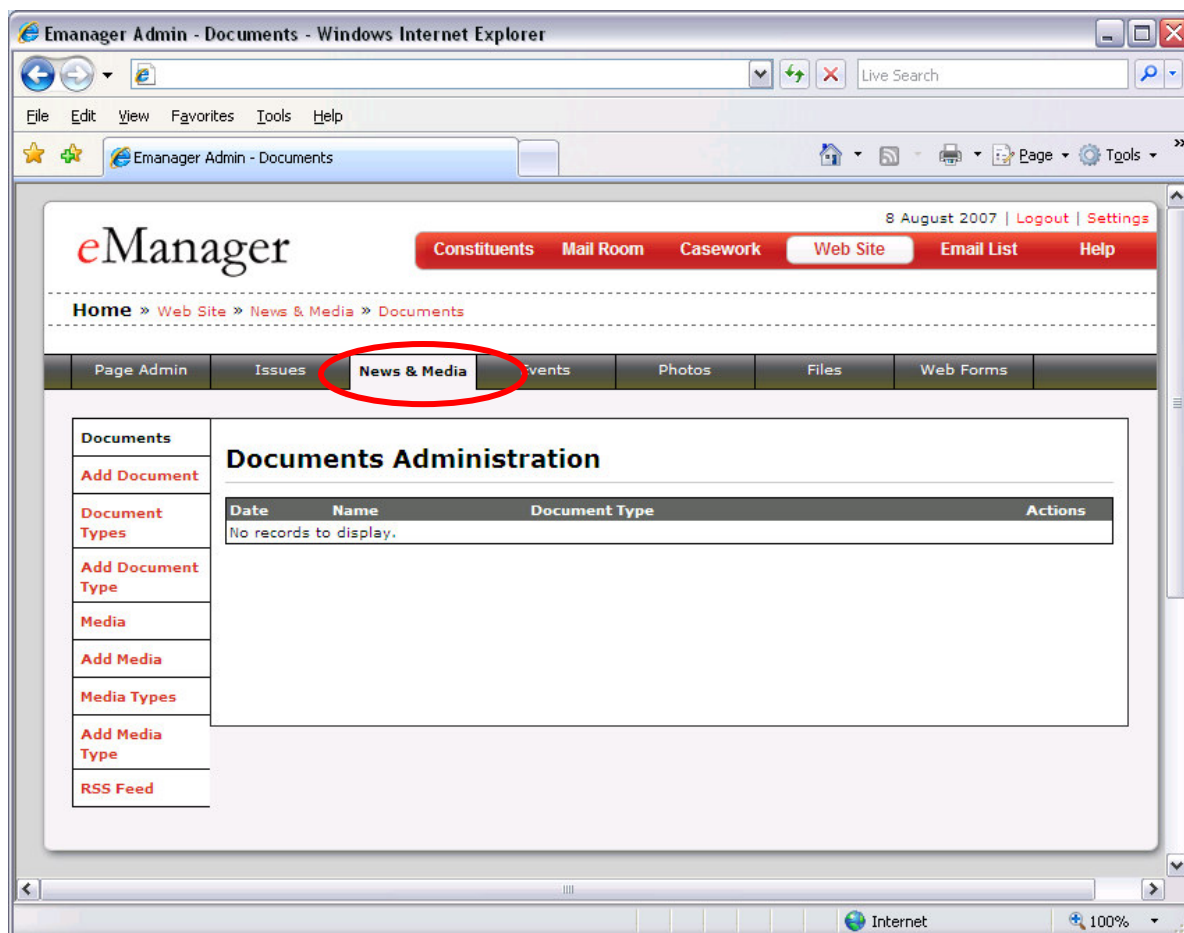
5. Click the "Submit" button when finished.

The "Hide from Public" feature is not available for our Congressional Clients

25

3.2 ADDING/EDITING DOCUMENTS

1. Click the "News & Media" link from the eManager home page.
2. Click the "Add Document" link from the "News & Media" toolbar.



3. Fill out the "Add Document" form.

Emanager Admin - Add Document - Windows Internet Explorer

File Edit View Favorites Tools Help

Emanager Admin - Add Document

Page Admin Issues **News & Media** Events Photos Files Web Forms

Documents

Add Document

Document Types

Add Document Type

Media

Add Media

Media Types

Add Media Type

RSS Feed

Add Document

Document Information

Type: Article

Date:

Dateline: Washington

Headline:

Admin:

Subheadline:

Summary:

Full Text

Issues

☐ "Operation Iraqi Freedom" ☐ Second Amendment

☐ Agriculture ☐ Tax Relief

☐ Education Reform ☐ Trade

☐ Faith-Based Organizations ☐ Transportation

☐ Health Care ☐ Veterans' Affairs

☐ Homeland Security ☐ War on Terror

☐ Medicare ☐ Water Quality

☐ Retirement Security

Associate Files

Iraq Video

Associate Photos

Water
Flowers
Sunset
Mountains
FLOWER

Contact Information

Name:

Phone:

Email:

Submit

4. Select a document type from the "Document Type" drop down box.

5. Type desired date.
6. Type desired dateline.
7. Type desired headline.
8. Type desired administration headline (can be a shorter version of the headline used for easier organization within the "News & Media" area).
9. Type desired sub-headline if needed.
10. Fill in the summary section with a brief summary of the document that will appear on the News Center area.
11. Type in or paste text of desired document.
12. Choose an Issue or multiple Issues that your text is related to.
13. Chose an Associate File and Associate Photo to go with the text.
14. Type in contact person for story, including name, number and email (optional).
15. Click the "Submit" button when finished.

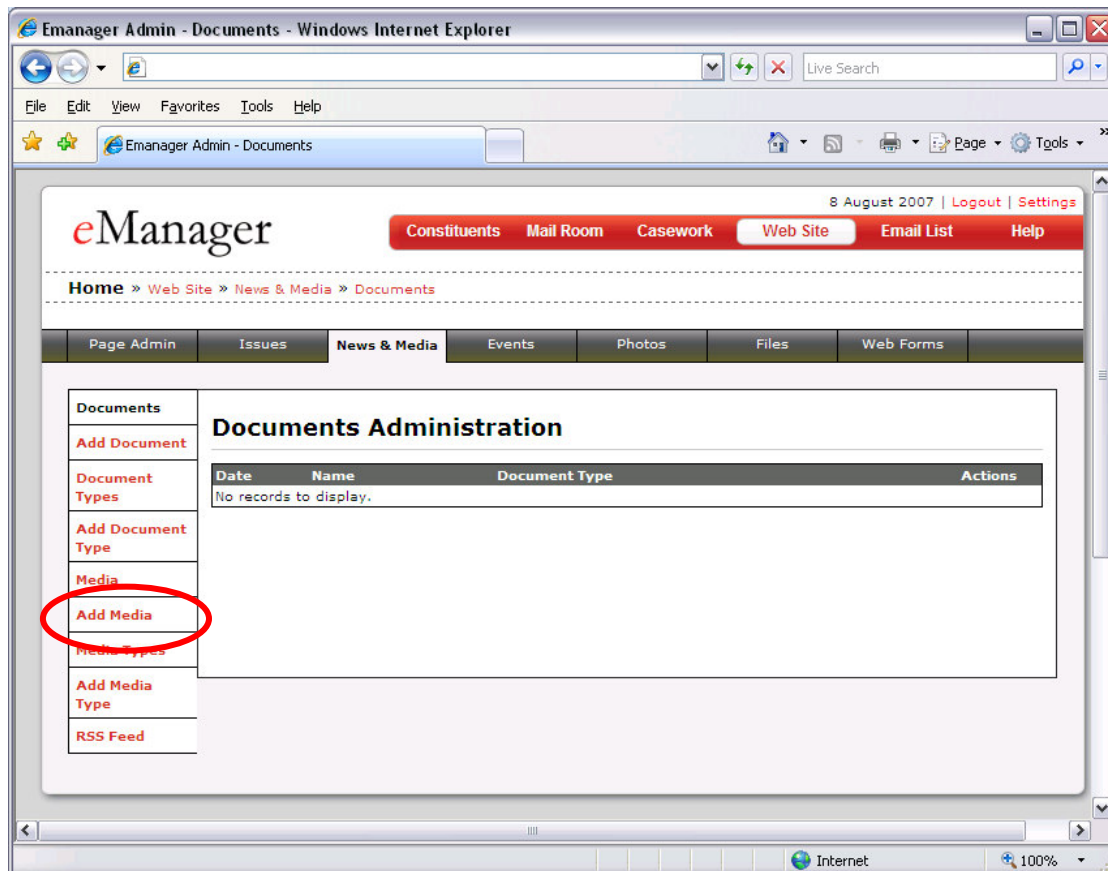


MULTIMEDIA

The "Multimedia " area allows you to add multimedia to your website. These media files are stored in the "Multimedia Administration" area for easy access and organization.

3.3 ADD/EDIT MULTIMEDIA

1. Multimedia files must first be uploaded as "File" (see "File" instructions).
2. After uploaded in the "File" area, click on the "News and Media" link from the e.Manager homepage.
3. Click on the "Add Media" link.



4. Fill out the "Add Media" form.

Emanager Admin - Add Media - Windows Internet Explorer

File Edit View Favorites Tools Help

Live Search

Cases: Home ~ Salesforce - ... Emanager Admin - Add M...

Page Admin Issues **News & Media** Events Photos Files Web Forms

Add Media

Media Information

Media Type: Testing Media

Headline:

Summary:

Body:

Date: 08/09/2007

Thumbnail:

- New York City
- New York
- Water
- Flowers
- Sunset
- Mountains
- FLOWER

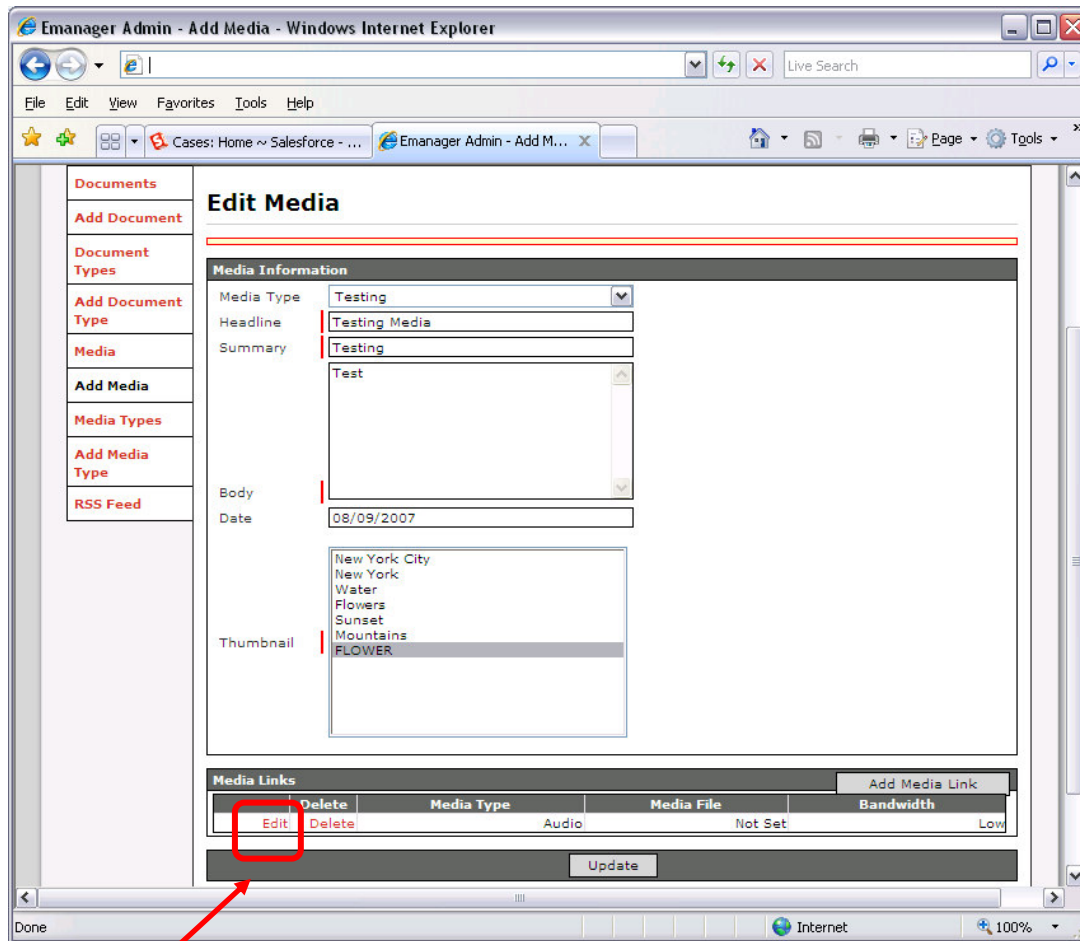
Media Links

Add Media Link

Submit

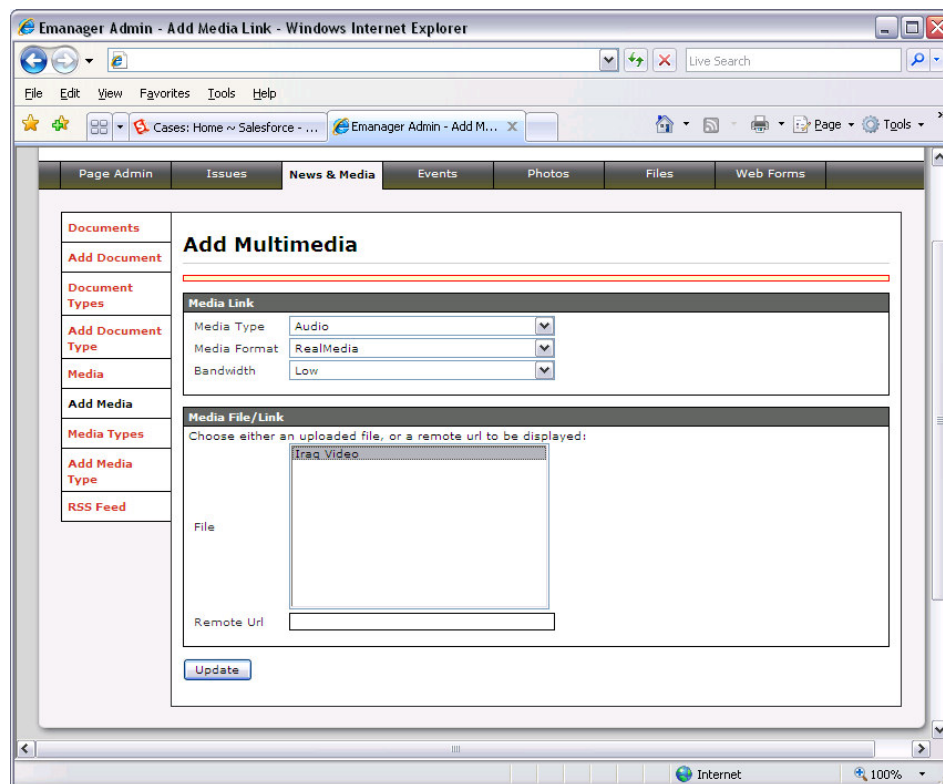
Internet 100%

5. Type desired headline.
6. Type a summary.
7. Type body text.
8. Type desired date.
9. Select a thumbnail.
10. Click on the "Add Media" link.



11. Click "Edit" under Media Links.

You should be at a page that looks like this:



12. Select a Media Type from the "Media Type" drop down box.
13. Select a Media Format from the "Media Format" drop down box.
14. Select Bandwidth from the "Bandwidth" drop down box.
15. Select an uploaded file under the "File" box
16. Click "Update" button when finished.

You should be at a page that looks like this:

Emanager Admin - Add Media - Windows Internet Explorer

http://rcs2.emanager.house.gov/emanager/Pages/Multimedia/MultimediaAdd.aspx?Edit

File Edit View Favorites Tools Help

Cases: Home ~ Salesforce - ... Emanager Admin - Add M...

Documents

- Add Document
- Document Types
- Add Document Type
- Media
- Add Media
- Media Types
- Add Media Type
- RSS Feed

Edit Media

Media Information

Media Type: Testing

Headline: Testing Media

Summary: Testing

Body: Test

Date: 08/09/2007

Thumbnail: New York City, New York, Water, Flowers, Sunset, Mountains, FLOWER

Media Links

Edit	Delete	Media Type	Media File	Bandwidth
		Audio	(File) Iraq Video	Low

Update

17. Click "Update" when finished.

Adfero
GROUP



3.4 ADD/REMOVE ITEMS FROM YOUR RSS FEED

RSS is a format for syndicating content like news and media. e.Manager's RSS Feed feature will automatically publish your selected press releases, video, or audio files to anyone who subscribes to your website. A button on your web page will allow visitors to click and subscribe in order to receive the RSS feature and you choose the content that will be published.

1. Click on "RSS Feed" under News & Media.
2. Click or unclick the boxes under Document Types, Media Types and Event Types to add or remove from your RSS Feed.
3. Click the submit button when finished.

The screenshot shows the eManager Admin interface in Internet Explorer. The browser title is "Emanager Admin - RSS Feed - Windows Internet Explorer". The address bar shows "Emanager Admin - RSS Feed". The page has a red navigation bar with links: "Constituents", "Mail Room", "Casework", "Web Site", "Email List", and "Help". Below this is a breadcrumb trail: "Home » Web Site » News & Media » RSS Feed". The main content area is titled "RSS Feed Publication" and includes a "Submit" button at the bottom. The left sidebar contains a list of links: "Documents", "Add Document", "Document Types", "Add Document Type", "Media", "Add Media", "Media Types", "Add Media Type", and "RSS Feed" (which is circled in red). The main content area has three sections: "About RSS Feeds", "Publish Document Types", "Publish Media Types", and "Publish Event Types". Each section contains a list of items with checkboxes.

Document Types	Media Types	Event Types
<input type="checkbox"/> Article	<input type="checkbox"/> Testing	<input type="checkbox"/> Townhall Meetings
<input type="checkbox"/> Column	<input type="checkbox"/> Testing Media	
<input type="checkbox"/> Opinion Pieces		
<input type="checkbox"/> Press Release		
<input type="checkbox"/> Recent Vote		
<input type="checkbox"/> San Fran Treat		
<input type="checkbox"/> Speeches and Floor Statements		
<input type="checkbox"/> Testing		

4.0 EVENTS

The "Events" area allows you to keep a calendar of important dates and schedules.

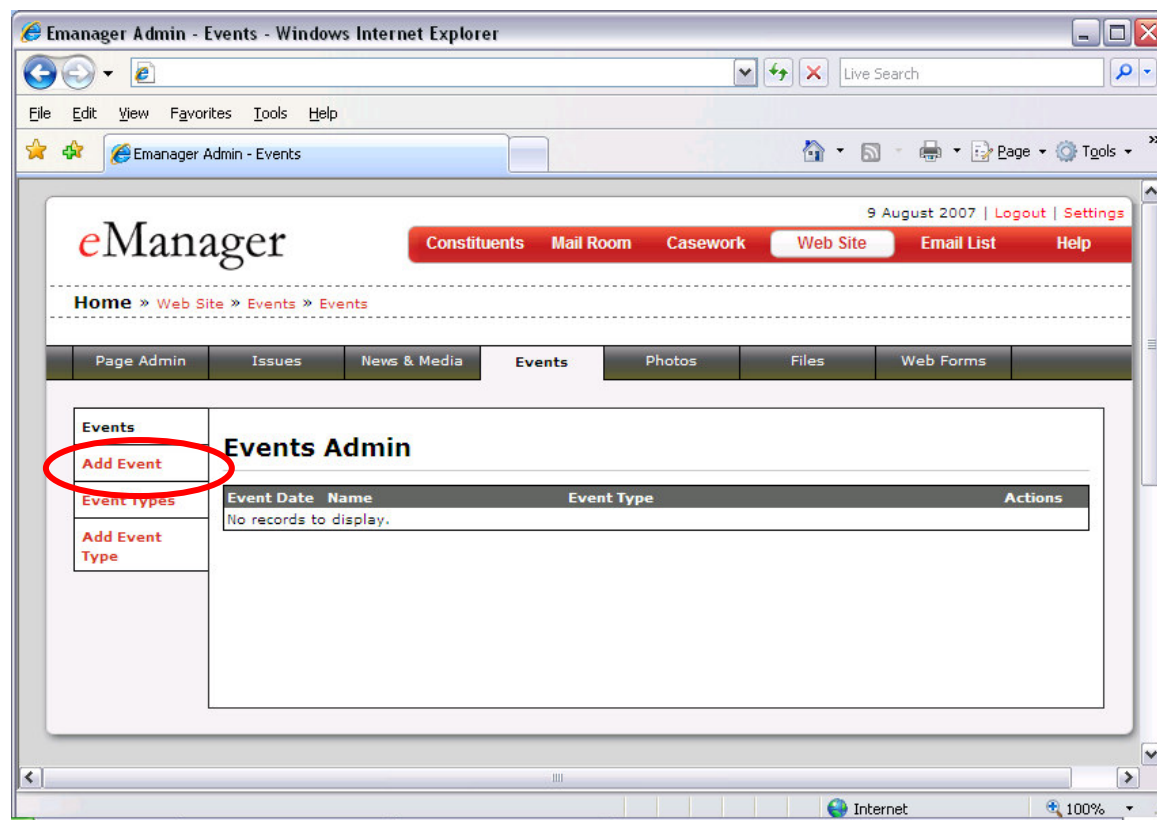
Added Events are stored in the "Events " area for easy access and organization. From here, you may choose to publish events to the website, feature them as the main story on the News Center, save them for later use without publishing them directly to the site, or delete them entirely.

4.1 ADDING/EDITING EVENT TYPES

Before an event can be added, it must have an event type to be filed under.

1. Click the "Events" link from the e.Manager homepage.

2. Click the "Add Event Type" link.



You should be at a page that looks like this:

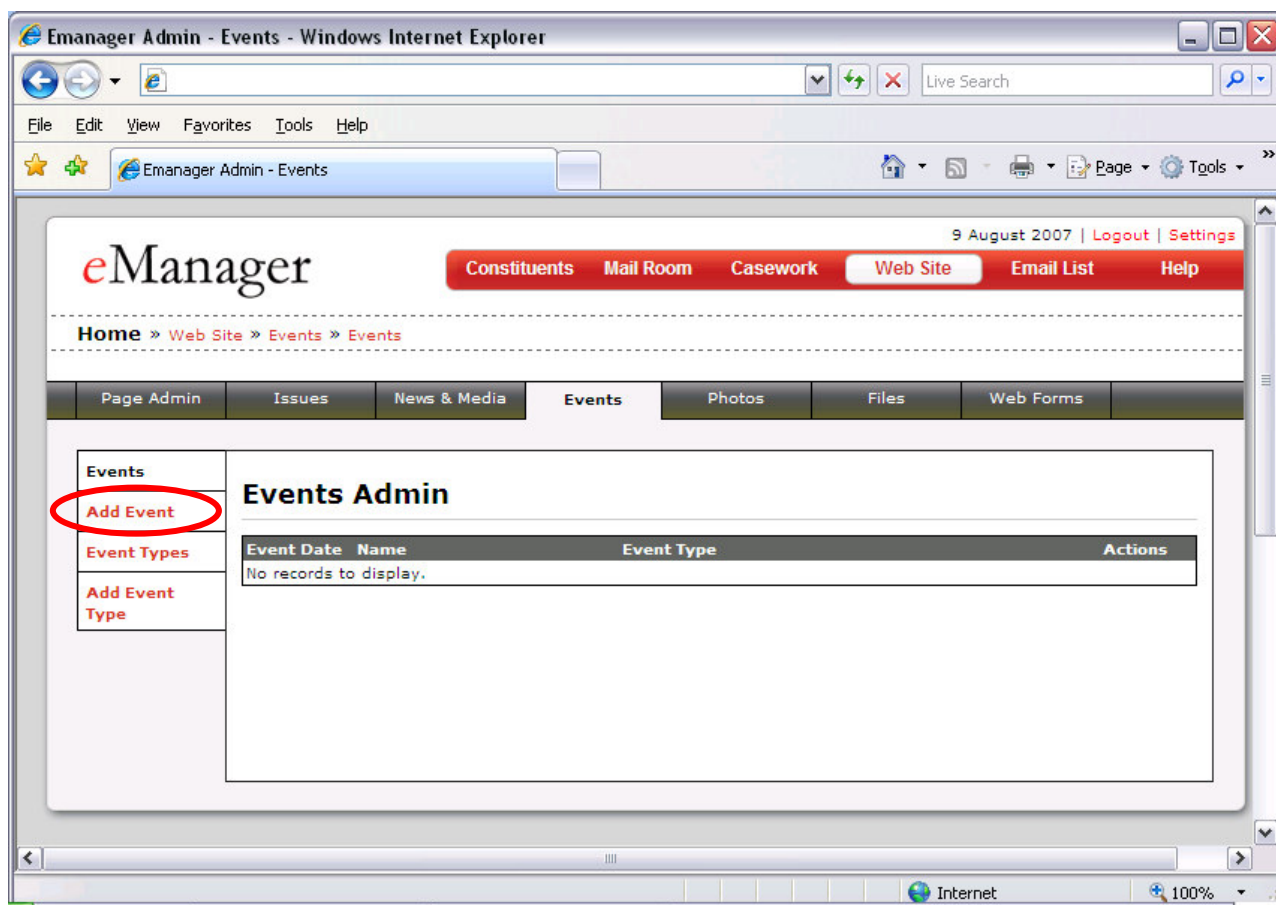
The screenshot shows the 'eManager Admin - Add Event Type' page in a Windows Internet Explorer browser. The page has a red navigation bar at the top with links: 'Constituents', 'Mail Room', 'Casework', 'Web Site' (active), 'Email List', and 'Help'. Below this is a breadcrumb trail: 'Home » Web Site » Events » Add Event Type'. A sidebar on the left contains a menu with 'Events', 'Add Event', 'Event Types', and 'Add Event Type' (selected). The main content area is titled 'Add Event Type' and contains a form labeled 'Event Type Information'. The form has four input fields: 'Type Name', 'Description', 'Meta Tag', and another 'Description' field. At the bottom of the form is a 'Submit' button, which is circled in red. The browser's address bar shows 'Emanager Admin - Add Event Type' and the status bar shows 'Internet' and '100%' zoom.

4. Type desired event type name in the "Event Type Name" area.
5. Type desired event type description in the "Event Type Description" area.
6. Click the "Submit" button when finished.

4.2 ADDING/EDITING EVENTS

To add an Event:

1. Click the "Events" link from the e.Manager home page.
2. Click the "Add Event" link from the "Events Home" tool bar.



3. Fill out the "Add Event" form.

Emanager Admin - Add Event - Windows Internet Explorer

http://rcs2.emanager.house.gov/emanager/Pages/Events/EventAdd.aspx

File Edit View Favorites Tools Help

Emanager Admin - Add Event

Page Admin Issues News & Media **Events** Photos Files Web Forms

Events

Add Event

Event Types

Add Event Type

Add Event

Event Information

Event Type

Date/Time *

* Format must be month/day/year hour:minute pm/am (04/25/2003 11:30 am)

Dateline

Headline

Admin

Headline

Subheadline

Summary

Full Text

Issues

☐ "Operation Iraqi Freedom" ☐ Second Amendment

☐ Agriculture ☐ Tax Relief

☐ Education Reform ☐ Trade

☐ Faith-Based Organizations ☐ Transportation

☐ Health Care ☐ Veterans' Affairs

☐ Homeland Security ☐ War on Terror

☐ Medicare ☐ Water Quality

☐ Retirement Security

Associate Files

Iraq Video

Associate Photos

Water
Flowers
Sunset
Mountains
FLOWER

Contact Information

Author

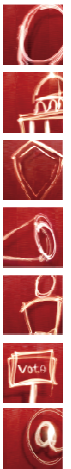
Contact Name

Contact

Phone

Contact Email

Submit



4. Choose the desired event type from the "Event Type" drop down box.
5. Type desired start and end dates and times.
6. Type desired dateline and headline.
7. Type desired Administrative Headline (can be a shorter version of the headline used for easier organization within the "Event Administration" area).
8. Type desired sub-headline if needed.
9. Type a brief summary of the Event.
10. Type in or paste text of the event in the "Full text" area.
11. Select Issues that event relates to.
12. Add links to additional files or photos if needed.
13. Type in contact person for story, including name, number and email (optional).
14. Click the "Submit" button when finished.



5.0 PHOTOS

The "Photos" feature allows you to upload photos to your website.

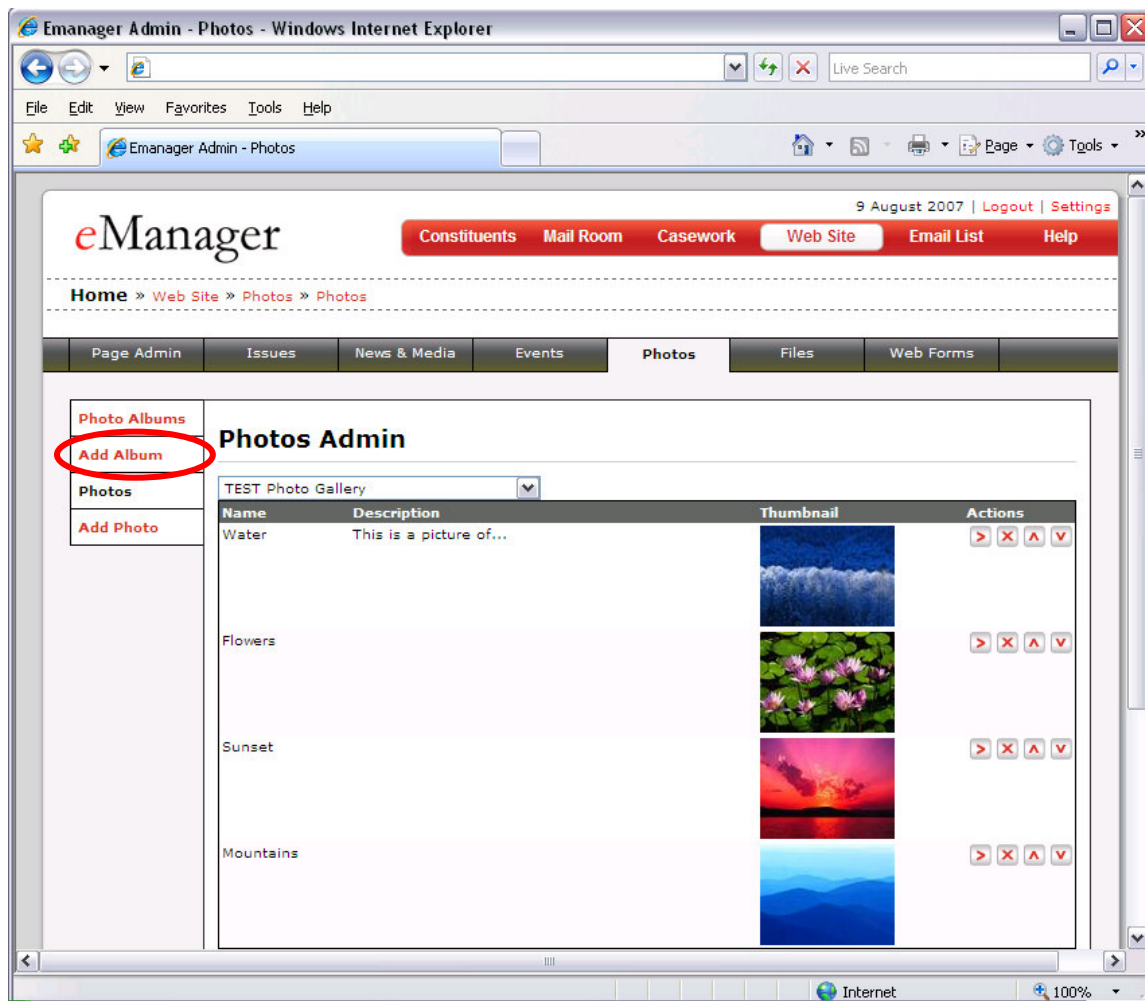
The "Photo" area allows for easy access and organization of your uploaded photos. From here, you may choose to add, edit, or delete a photo directory from the website.

5.1 ADDING/EDITING PHOTO ALBUMS

In order to upload a photo to the website, a "Photo Directory" must first be created. All uploaded photos are stored within a specific photo directory for easy organization.

To create/edit a Photo Album:

1. Click the "Photos" link from the eManager homepage.
2. Click the "Add Album" link from the "Photos" homepage tool bar.



3. Type the desired photo directory name in the "Photo Album".

The screenshot shows the 'eManager Admin - Add Album' page in a Windows Internet Explorer browser. The page has a top navigation bar with links like 'Constituents', 'Mail Room', 'Casework', 'Web Site', 'Email List', and 'Help'. Below this is a breadcrumb trail: 'Home » Web Site » Photos » Add Album'. The main content area is titled 'Add Photo Directory' and contains a 'Photo Directory Information' form. The form has three input fields: 'Name', 'Description', and a 'Hidden' checkbox. The 'Submit' button is circled in red.

4. Type a brief description of the photo directory in the "Photo Directory Description".

5. Click "Submit" button when finished.

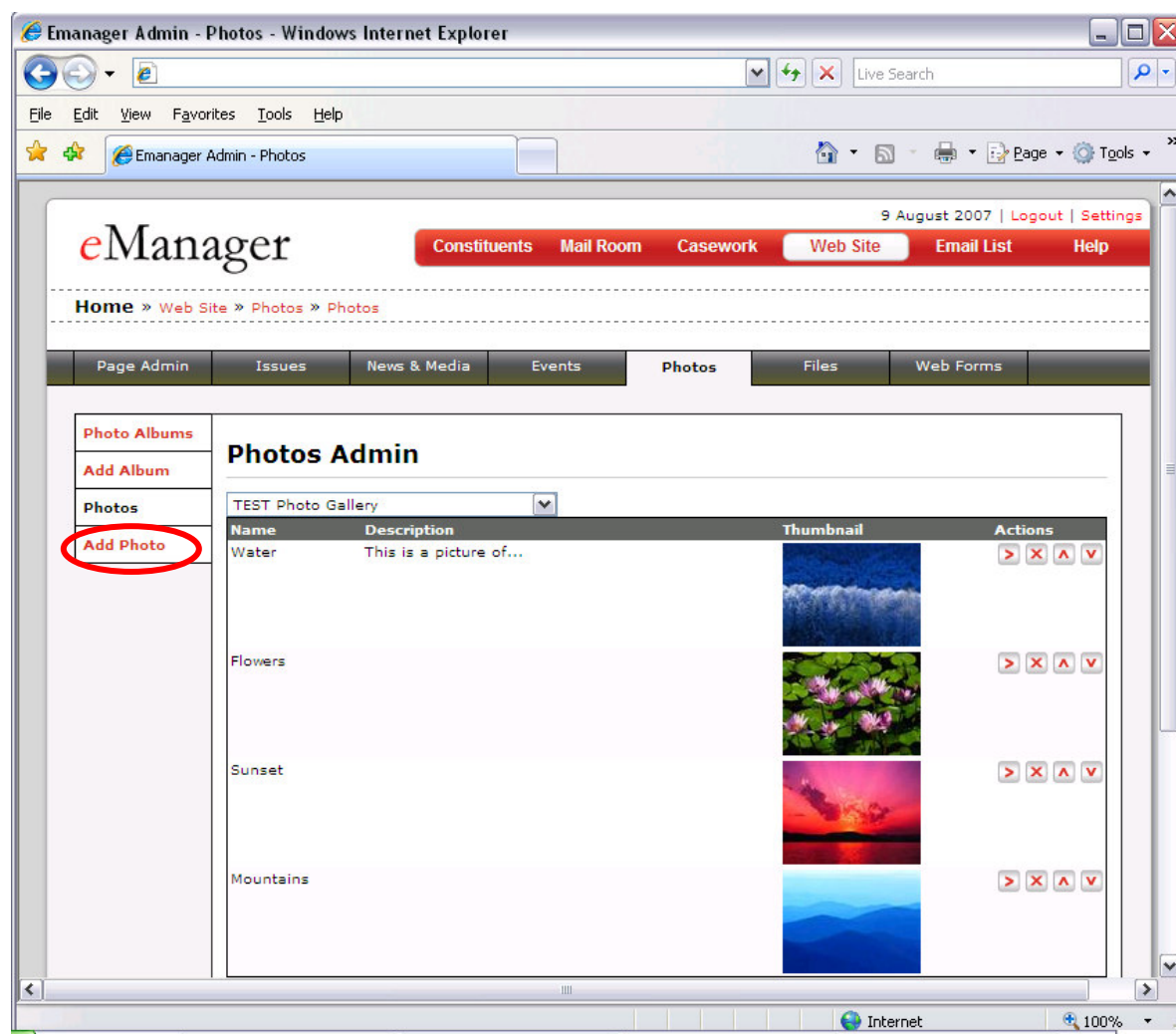
***By selecting the "Hidden" box, your image album will not be visible to visitors of your site. "Hidden" images can be used for various internal applications. ***

5.2 ADDING/EDITING PHOTOS

Once a photo directory is created, new photos can then be uploaded and will be stored within the selected photo directory.

To add/edit photos:

1. Click the "Photos" link from the e.Manager homepage.
2. Click the "Add Photo" link from the "Photos" homepage tool bar.



3. Fill out the "Add Photo" form.

The screenshot shows the 'Add Photo' form in the eManager Admin interface. The form is titled 'Add Photo' and is located under the 'Photos' tab. The 'Photo Information' section contains the following fields:

- Directory: A dropdown menu with 'TEST Photo Gallery' selected.
- Photo Name: A text input field.
- Photo: A text input field with a small icon on the right.
- Description: A text input field.
- Photo File: A text input field with a 'Browse...' button next to it.

A red circle highlights the 'Submit' button at the bottom of the form.

4. Select a photo directory from the "Photo Directory" drop down box.

5. Type desired photo name.

6. Type a brief photo description.

7. Type name of the desired photo file for upload or choose file by clicking "Browse" button and then selecting the desired file.

8. Click "Submit" button when finished.

6.0 FILES

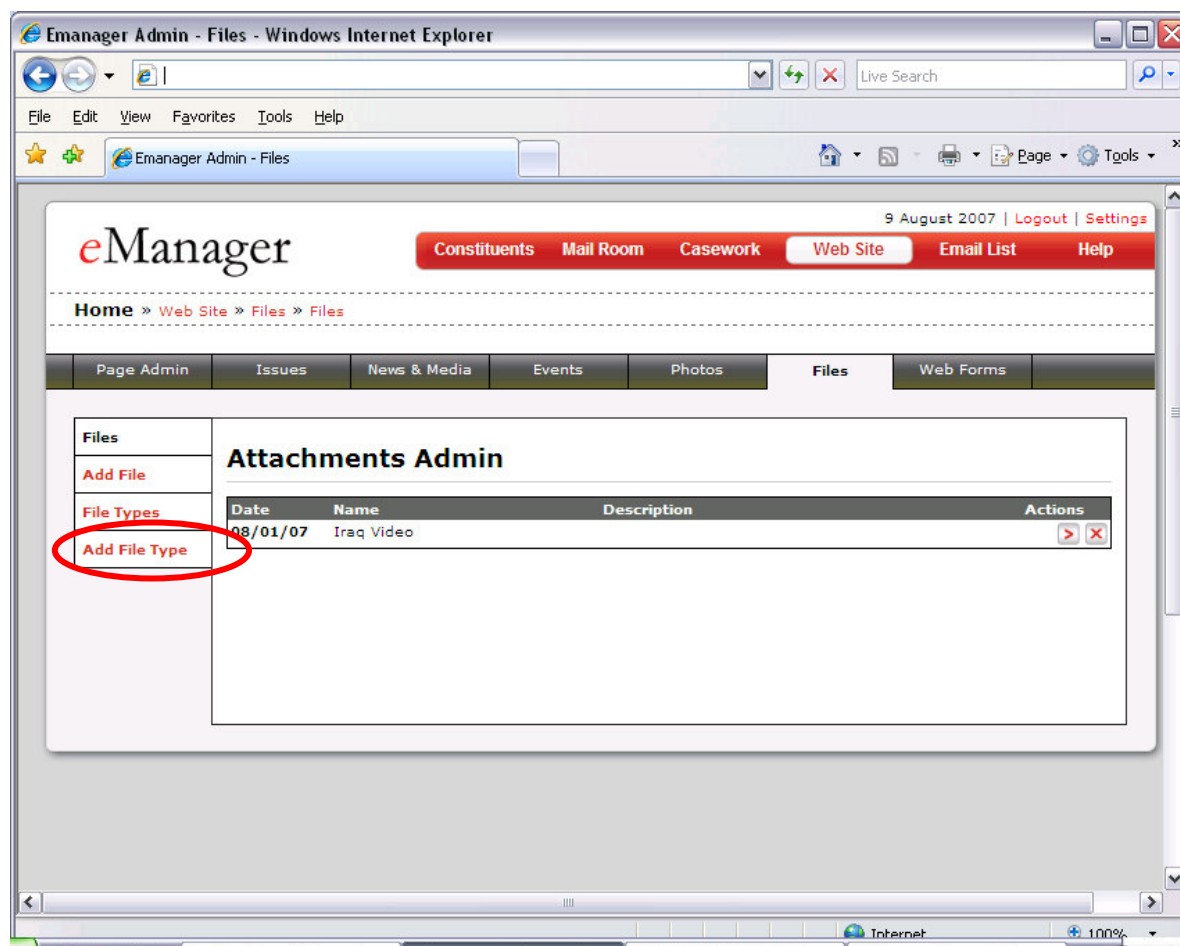
The "File" feature allows you to add links to associate to existing files. Also, multimedia files in the "Files" area must be uploaded to the "File" area before they can be added to the "Features" area. Files are not uploaded directly to the website and the "File" area acts merely as a place to access and organize files that you may wish to link to existing files or sections of the website.

Added Files are stored in the "File" area for easy access and organization. From here you may choose to submit, edit, or delete existing files.

6.1 CREATING/EDITING A FILE TYPE

Before a file can be added, a file type must be created.

1. Click on "File" link from the e.Manager homepage.
2. Click on "Add File Type" link from the "Files" homepage tool bar.



3. Fill out the "Add File Type" form.

The screenshot shows the 'eManager Admin - Add File Type' page in a Windows Internet Explorer browser. The page has a top navigation bar with links like 'Constituents', 'Mail Room', 'Casework', 'Web Site', 'Email List', and 'Help'. Below this is a breadcrumb trail: 'Home » Web Site » Files » Add File Type'. The main content area is titled 'Add Attachment Type' and contains a 'File Information' section with four input fields: 'Name', 'Description', 'Extension', and 'Icon'. A 'Submit' button is located at the bottom of this section and is circled in red. The browser's address bar shows 'Live Search' and the status bar at the bottom indicates 'Internet' and '100%' zoom.

4. Type name of the file type (i.e. Word, PDF, etc.).
5. Type a description of the file type.
6. Type file type extension (i.e. doc, pdf, etc.) *** Please remove all periods***
7. Type icon name (optional).
8. Click "Submit" button when finished.

6.2 ADDING/EDITING FILES

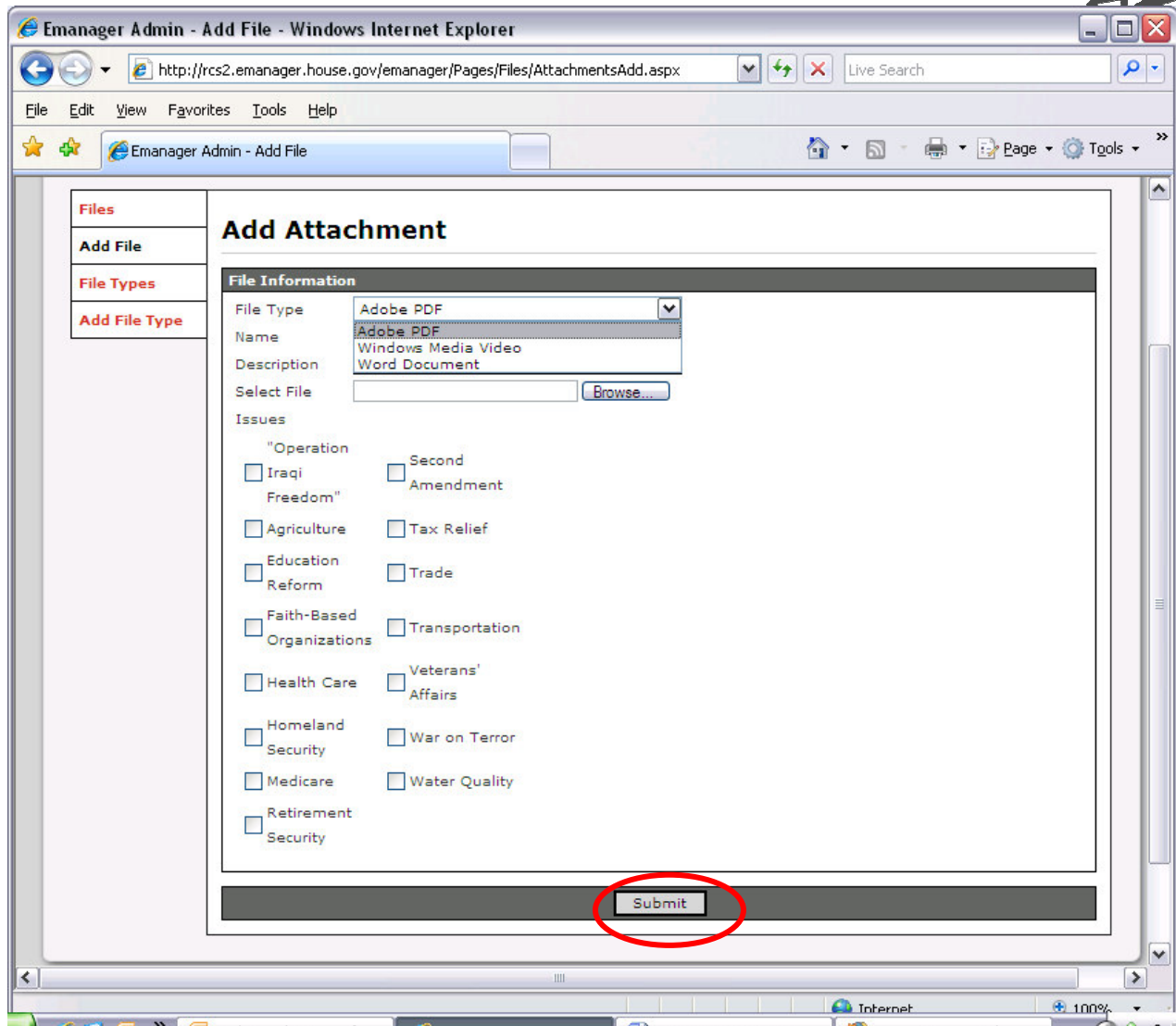
1. Click on "File" link from the e.Manager homepage.
2. Click on "Add File" link from the "File" homepage tool bar.

The screenshot shows a web browser window titled "Emanager Admin - Add File - Windows Internet Explorer". The address bar displays the URL "http://rcs2.emanager.house.gov/emanager/Pages/Files/AttachmentsAdd.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons, including a search bar with the text "Live Search". The main content area is titled "Add Attachment" and contains a form with the following sections:

- File Information**
 - File Type**: A dropdown menu currently showing "Adobe PDF".
 - Name**: A text input field.
 - Description**: A text input field.
 - Select File**: A text input field with a "Browse..." button next to it.
- Issues**
 - A grid of checkboxes for various topics:
 - "Operation Iraqi Freedom"
 - Agriculture
 - Education Reform
 - Faith-Based Organizations
 - Health Care
 - Homeland Security
 - Medicare
 - Retirement Security
 - Second Amendment
 - Tax Relief
 - Trade
 - Transportation
 - Veterans' Affairs
 - War on Terror
 - Water Quality

At the bottom of the form is a "Submit" button. On the left side of the browser window, there is a vertical toolbar with links: "Files", "Add File" (highlighted with a red circle), "File Types", and "Add File Type".

3. Fill out the "Add File" form.
4. Select the file type from the "File Type" drop down box.



5. Type desired file name.
6. Type a file description.
7. Type name of the file to add or select it by clicking the "Browse" button and then selecting the desired file.
8. Click "Submit" button when finished.

7.0 WEB FORMS

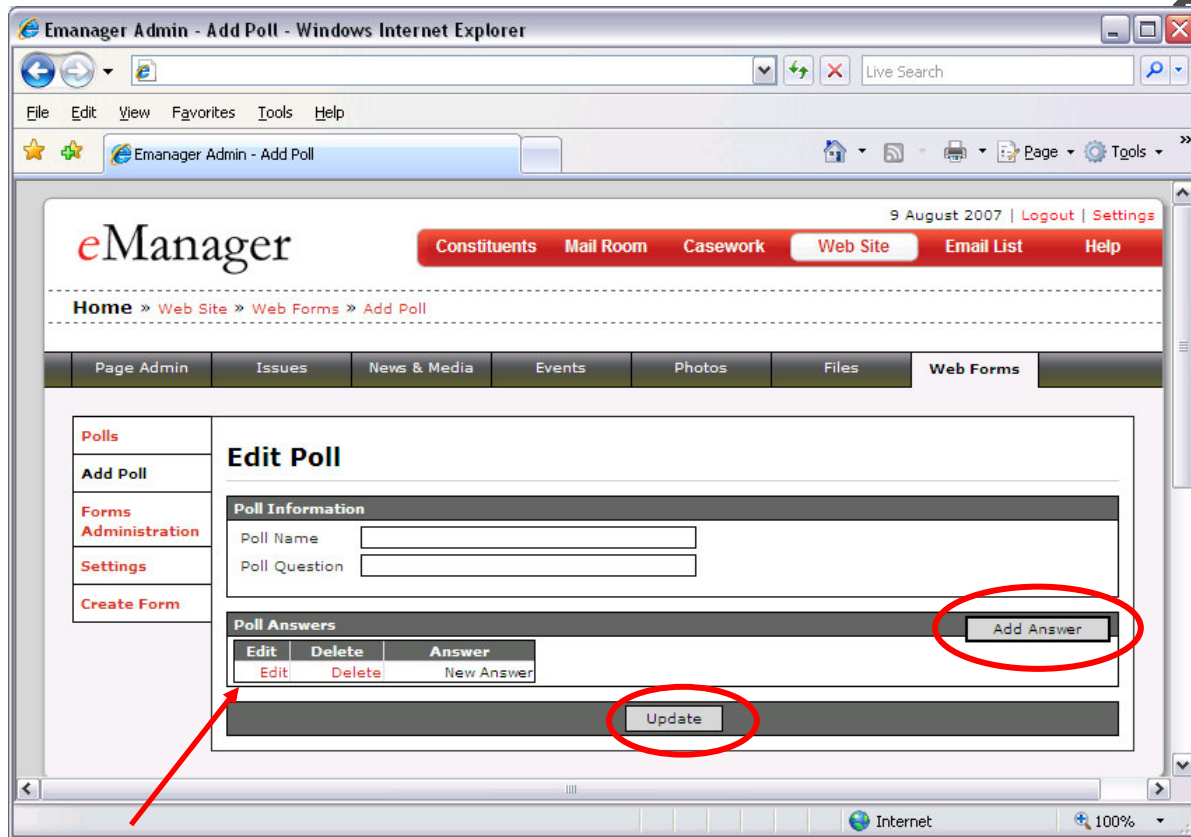
This area allows you to add online polls to your website. Polls are stored in the "Poll Administration" area for easy access and organization.

7.1 SETTING UP POLL

1. Click on the "Web Forms" link from the eManager homepage.
2. Click on "Add Poll" link from the "Features" homepage tool bar.

The screenshot shows the eManager Admin interface in a Windows Internet Explorer browser window. The title bar reads "Emanager Admin - Add Poll - Windows Internet Explorer". The address bar shows "Emanager Admin - Add Poll". The page header includes the eManager logo, a date "9 August 2007", and links for "Logout" and "Settings". A navigation bar contains links: "Constituents", "Mail Room", "Casework", "Web Site", "Email List", and "Help". Below this is a breadcrumb trail: "Home » Web Site » Web Forms » Add Poll". A horizontal menu bar includes "Page Admin", "Issues", "News & Media", "Events", "Photos", "Files", and "Web Forms". On the left, a sidebar menu has "Polls" circled in red, with sub-links "Add Poll", "Forms Administration", "Settings", and "Create Form". The main content area is titled "Add Poll" and contains a "Poll Information" section with input fields for "Poll Name" and "Poll Question". Below this is a "Poll Answers" section with an "Add Answer" button and a "Submit" button at the bottom.

3. Fill out the "Add Poll" form.
4. Type desired name of the poll
5. Type desired poll question.
6. Click the "Add Answer" button.



7. Click "edit" to add an answer to the poll question (i.e. Yes/No, True/False).
8. Click "Update" button when finished.

8.0 ADVANCED MULTIMEDIA (Available Fall 2007)

The new multimedia sections allows for place in place videos and sharing of the embed code.

8.1 BEFORE YOU BEGIN

Before you can add multimedia to your website, you will need:

1. Either the embed code from a YouTube or other "social" media website OR a video encoded in the Adobe Flash Video Format (.flv)
2. A screen shot uploaded to a hidden photo album. For assistance with taking a screenshot see Section 8.3.

8.2 ABOUT MEDIA FILE THUMBNAILS:

1.You must associate a thumbnail with the video. The thumbnail can be an uploaded photo (using the Photo section under eManager), generic photo, OR you can take a screen shot of the “YouTube” video.

8.3 TO TAKE A SCREEN SHOT:

- 1.Go to <http://youtube.com>
- 2.Select/find video, then click play on video.
- 3.Press the “Ctrl” and “PrtSc” or “PrtPn” (at the same time). This will copy what the screen is currently displaying.
- 4.Under the Windows Start Menu: go to All Programs, then Accessories, and click Paint.
- 5.Under the Paint Program: Click on Edit, then Paste. Your screen shot should have pasted into the Paint body.
- 6.Under Paint: on the left side under the toolbox will see a dotted box. Click on the dotted box and box in the Image of the Video.
- 7.Once you have the Image boxed in, right-click and Select Copy.
- 8.Then go to file, New and open a New screen.
- 9.Using the mouse, drag the box to fit the white box currently in Paint. Make sure the dotted line box matches the white box (background).
- 10.Click on Edit, then Paste.
- 11.The Picture should have completely covered the white box which was in the background.
12. Go to File, Save As and type in the File Name. Make sure the file saves as a JPEG.
- 13.You can save the file on your desktop or under My Documents.

8.4 UPLOAD A SCREENSHOT:

- 1.First you need to create a “Hidden Album”. (see section 8.5)
- 2.Click the Photos Tab under eManager.
- 3.Click the “Add Photo” tab on the right.
- 4.Select the Directory you want the photo to go to. (You should select the Hidden Album you created earlier.)
- 5.Type in the Photo Name.



- 6.Type in Photo Description.
- 7.Click the Browse button to browse for the photo on your desktop.
- 8.You should pick the photo you created earlier.
- 9.Then click “Submit” when completed.
- 10.Allow a couple of seconds for the photo to load completely.

8.5 CREATE A “HIDDEN ALBUM”:

- 1.Click the Photos Tab under eManager.
- 2.Click the “Add Album” tab on the right.
- 3.Type in the Album Name (ex. Screenshots for Videos) and Description, then check the hidden box and click submit.
- 4.After creating the album, click on “Add Photo”. Select the Album you just created for the directory. Type in Photo Name and Description. Then Browse for photo. (This is the screenshot) Then click Submit.
- 5.Repeat Step #4 to upload all the photos (screenshots) in the “Hidden” Album you just created.
- 6.These photos will also appear in the Thumbnails section under the Add Media tab.

8.6 TO ADD A FILE TYPE:

- 1.Click on Files under eManager
- 2.Click on Add File Type on right.
- 3.Fill in Name, Description, and Extension.
- 4.Click Submit.

8.7 TO ADD A VIDEO (NOT YouTube):

- 1.Click on Files under eManager.
- 2.Click on Add Files on right.
- 3.Select “File Type” (.flv) must be a flash video.
- 4.You can add this file type by clicking on “Add File Type”. Fill out name, description and extension. (make sure extension does not have a period in it). Click submit when finished.
- 5.Click on Add Files again.



- 6.Fill in the Name, Description, and browse for the video.
- 7.Select any issues it relates to and click submit.
- 8.Click on the "Files" tab and it should have successfully downloaded.
- 9.Click on the News&Media tab. Click on Add Media.
- 10.Fill in the Headline, Summary, Date, Select a Thumbnail to associate with the picture.
- 11.The videos you uploaded will also appear in the "Local Video" Section on the right half of the page.
- 12.Select a Local Video.
- 13.Click the Submit button when finished.

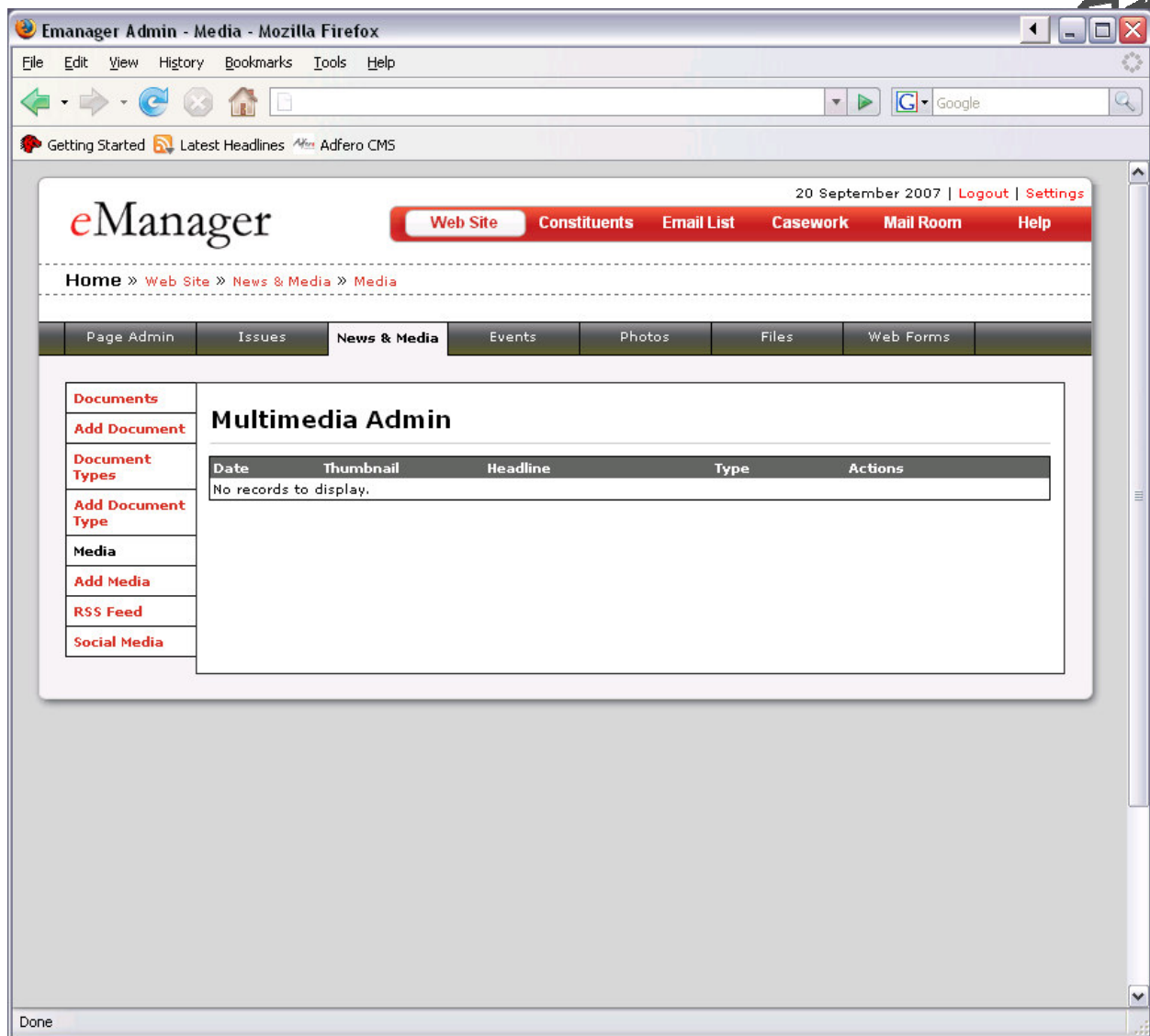


8.8 TO ADD AN "YouTube" VIDEO:

- 1.Select the New&Media tab under eManager.
- 2.Click on Add Media. Fill in the Headline and Summary.
- 3.Select a thumbnail (screenshot of video, generic picture etc.)
- 4.Open another tab in your internet browser and go to <http://youtube.com> and select video.
5. Copy the entire "Embed"code. (located under the URL on the right side of the video)
- 6.Paste "Embed" code in the External Video Box under "Add Media".
- 7.To make your video autoplay just append "&autoplay=1" after the video ID so it looks like this:

```
<object width="425" height="350"><param name="movie" value="http://www.youtube.com/v/OdT9z-JjtJk&autoplay=1"></param><embed src="http://www.youtube.com/v/OdT9z-JjtJk&autoplay=1" type="application/x-shockwave-flash" width="425" height="350"></embed></object>
```

- 8.Click submit when completed.
- 9.Click the "F" button to feature the video which would put the video in the scrolling navigation. Click the "P" button to publish the video which would go in the Archives.



Emanager Admin - Add Media - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Getting Started Latest Headlines Adfero CMS

Page Admin Issues **News & Media** Events Photos Files Web Forms

Documents
Add Document
Document Types
Add Document Type
Media
Add Media
RSS Feed
Social Media

Add Multimedia

Multimedia Information

Headline

Summary

Date

Thumbnail

Local Video

Iraq Video

External Video

Done

